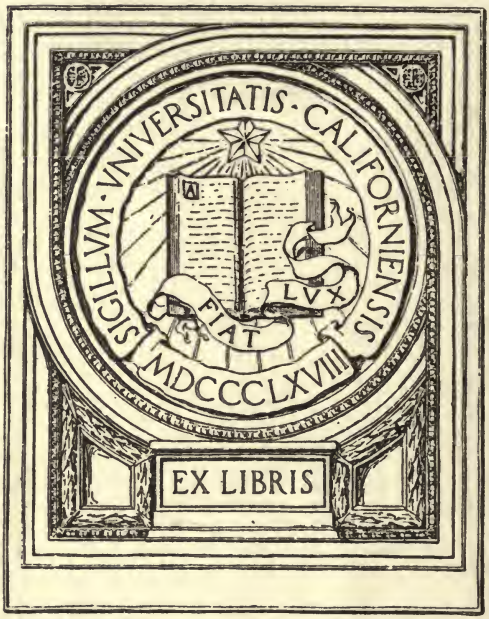
UC-NRLF
$B 20 712

379.14 Williams



~~379.14~~ ~~Williams~~

~~Virginia. Sch. Law 1915~~

g

Digitized by the Internet Archive
in 2007 with funding from
Microsoft Corporation

http://www.archive.org/details/virginischoolaws00virgrich

Virginia. Laws, Statutes, etc.

VIRGINIA SCHOOL LAWS

STATE OF VIRGINIA

Codified for the Use of School Officers by Order of the State Board of Education

TO BE PRESERVED BY EACH OFFICER AND DELIVERED TO HIS SUCCESSOR

RICHMOND:
DAVIS BOTTOM, SUPERINTENDENT PUBLIC PRINTING
1915

LB2529
V83
1915

TO WAR
MARYLAND

Contents

Constitutional Provisions 5

PUBLIC FREE SCHOOL LAW:

Of Public Free Schools in counties, and of the Literary Fund 13

Of Public Free Schools in cities and in towns constituting separate school districts 149

Regulations of the State Board of Education 156

Index 207

Preface

While this edition of the school law possesses no authority independent of the sources from which it was compiled, its publication by the Board of Education makes the work authoritative as a guide to school officers.

The act of Assembly which gave the school system organic life was approved July 11, 1870. The history of subsequent legislation affecting the schools can be readily traced from chapters LXVI and LXVII of the Codes of Virginia 1887 and 1904, which constitute the basis of the "Public Free School Law."

The text of Pollard's Code of 1904 has been followed, except in so far as it has been modified by legislation since its publication. Acts of Assembly passed subsequent to that date (1904) are incorporated with the original law.

All acts of a local character are omitted, and only such acts pertaining to State institutions of higher learning have been included as are of interest to the school officials at large.

The compiler has endeavored to arrange the matter for the convenience of school officers, without regard to the order in which it is printed in the Code.

It is the duty of every school officer receiving a copy of the law to preserve it carefully, and to transmit it to his successor in office.

R. C. Stearnes

Superintendent of Public Instruction.

Department of Public Instruction,
Richmond, Virginia.
October 1, 1915.

730917

Constitutional Provisions

1. *Oath to be prescribed.*—Members of the General Assembly and all officers, executive and judicial, elected or appointed after this Constitution goes into effect, shall, before they enter on the performance of their public duties, severally take and subscribe the following oath or affirmation:

"I do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of the State of Virginia ordained by the Convention which assembled in the city of Richmond on the twelfth day of June, nineteen hundred and one, and that I will faithfully and impartially discharge and perform all the duties incumbent on me as————————, according to the best of my ability; so help me God." (Sec. 34)

2. *Bonds of officers handling State funds.*—All State officers, and their deputies, assistants or employees, charged with the collection, custody, handling or disbursement of public funds, shall be required to give bond for the faithful performance of such duties; the amount of such bond in each case, and the manner in which security shall be furnished, to be specified and regulated by law. (Sec. 85)

3. *Magisterial districts, supervisors, etc.*—The magisterial districts shall, until changed by law, remain as now constituted: provided, that hereafter no additional districts shall be made containing less than thirty square miles. In each district there shall be elected by the qualified voters thereof, one supervisor. The supervisors of the district shall constitute the board of supervisors of the county, which shall meet at stated periods and at other times as often as may be necessary, lay the county and district levies, pass upon all claims against the county, subject to such appeal as may be provided by law, and perform such duties as may be required by law. (Sec. 111)

4. *Concerning the bonded indebtedness of cities and towns.*—No city or town shall issue any bonds or other interest-bearing obligations for any purpose, or in any manner, to an amount which, including existing indebtedness, shall at any time exceed eighteen per centum of the assessed valuation of the real estate in the city or town subject to taxation, as shown by the last preceding assessment for

taxes: provided, however, that nothing above contained in this section shall apply to those cities and towns whose charters existing at the adoption of this Constitution authorize a larger percentage of indebtedness than is authorized by this section; and provided further, that in determining the limitation of the power of a city or town to incur indebtedness there shall not be included the following classes of indebtedness:

(a) Certificates of indebtedness, revenue bonds or other obligations issued in anticipation of the collection of the revenue of such city or town for the then current year: provided, that such certificates, bonds or other obligations mature within one year from the date of their issue, and be not past due, and do not exceed the revenue for such year.

(b) Bonds authorized by an ordinance enacted in accordance with section one hundred and twenty-three, and approved by the affirmative vote of the majority of the qualified voters of the city or town voting upon the question of their issuance, at the general election next succeeding the enactment of the ordinance, or at a special election held for that purpose, for a supply of water or other specific undertaking from which the city or town may derive a revenue; but from and after a period to be determined by the council, not exceeding five years from the date of such election, whenever and for so long as such undertaking fails to produce sufficient revenue to pay for cost of operation and administration (including interest on bonds issued therefor, and the cost of insurance against loss by injury to persons or property, and an annual amount to be covered into a sinking fund sufficient to pay, at or before maturity, all bonds issued on account of said undertaking, all such bonds outstanding shall be included in determining the limitation of the power to incur indebtedness, unless the principal and interest thereof be made payable exclusively from the receipts of the undertaking. (Sec. 127)

Education and Public Instruction

5. *Free schools to be maintained.*—The General Assembly shall establish and maintain an efficient system of public free schools throughout the State. (Sec. 129)

6. *State Board of Education, composition; vacancies, how filled.* The general supervision of the school system shall be vested in a State Board of Education, composed of the Governor, Attorney-

General, Superintendent of Public Instruction, and three experienced educators, to be elected quadrennially by the Senate, from a list of eligibles, consisting of one from each of the faculties, and nominated by the respective boards of visitors or trustees of the University of Virginia, the Virginia Military Institute, the Virginia Polytechnic Institute, the State Female Normal School at Farmville, the School for the Deaf and Blind, and also of the College of William and Mary so long as the State continues its annual appropriation to the last named institution.

The board thus constituted shall select and associate with itself two division superintendents of schools, one from a county and the other from a city, who shall hold office for two years, and whose powers and duties shall be identical with those of other members, except that they shall not participate in the appointment of any public school official.

Any vacancy occurring during the term of any member of the board shall be filled for the unexpired term by said board. (Sec. 130)

7. *Superintendent of Public Instruction, how elected, term of office; how vacancy filled; duties.*—The Superintendent of Public Instruction, who shall be an experienced educator, shall be elected by the qualified voters of the State at the same time and for the same term as the Governor. Any vacancy in said office shall be filled for the unexpired term by the said board.

His duties shall be prescribed by the State Board of Education, of which he shall be ex-officio president; and his compensation shall be fixed by law. (Sec. 131)

8. *Powers and duties of State Board of Education.*—The duties and powers of the State Board of Education shall be as follows:

First. It may, in its discretion, divide the State into appropriate school divisions, comprising not less than one county or city each, but no county or city shall be divided in the formation of such divisions. It shall, subject to the confirmation of the Senate, appoint, for each of such divisions, one superintendent of schools, who shall hold office for four years, and shall prescribe his duties, and may remove him for cause and upon notice.

Second. It shall have, regulated by law, the management and investment of the school fund.

Third. It shall have authority to make all needful rules and regulations for the management and conduct of the schools, which, when published and distributed, shall have the force and effect of

law, subject to the authority of the General Assembly to revise, amend, or repeal the same.

Fourth. It shall select text-books and educational appliances for use in the schools of the State, exercising such discretion as it may see fit in the selection of books suitable for the schools in the cities and counties, respectively.

Fifth. It shall appoint a board of directors, consisting of five members, to serve without compensation, which shall have the management of the State Library, and the appointment of a librarian and other employees thereof, subject to such rules and regulations as the General Assembly shall prescribe; but the Supreme Court of Appeals shall have the management of the law library and the appointment of the librarian and other employees thereof. (Sec. 132)

9. *School districts; school trustees.*—Each magisterial district shall constitute a separate school district, unless otherwise provided by law. In each school district there shall be three trustees selected, in the manner and for the term of office prescribed by law. (Sec. 133)

10. *The literary fund.*—The General Assembly shall set apart as a permanent and perpetual literary fund the present literary fund of the State; the proceeds of all public lands donated by Congress for public free school purposes; of all escheated property; of all waste and unappropriated lands; of all property accruing to the State by forfeiture, and all fines collected for offences committed against the State, and such other sums as the General Assembly may appropriate. (Sec. 134)

11. *Appropriations for school purposes; school age.*—The General Assembly shall apply the annual interest on the literary fund; that portion of the capitation tax provided for in the Constitution to be paid into the State treasury, and not returnable to the counties and cities; and an annual tax on property of not less than one nor more than five mills on the dollar to the schools of the primary and grammar grades, for the equal benefit of all of the people of the State, to be apportioned on a basis of school population; the number of children between the ages of seven and twenty years in each school district to be the basis of such apportionment; but if at any time the several kinds or classes of property shall be segregated for the purposes of taxation, so as to specify and determine upon what subjects State taxes and upon what subjects local taxes may be levied, then the General Assembly may

otherwise provide for a fixed appropriation of State revenue to the support of the schools not less than that provided in this section. (Sec. 135)

12. *Local school taxes.*—Each county, city, town (if the same be a separate school district), and school district is authorized to raise additional sums by a tax on property, not to exceed in the aggregate five mills on the dollar in any one year, to be apportioned and expended by the local school authorities of said counties, cities, towns and districts in establishing and maintaining such schools as in their judgment the public welfare may require: provided, that such primary schools as may be established in any school year shall be maintained at least four months of that school year before any part of the fund assessed and collected may be devoted to the establishment of schools of higher grade. The boards of supervisors of the several counties, and the councils of the several cities and towns, if the same be separate school districts, shall provide for the levy and collection of such local school taxes. (Sec. 136)

13. *Agricultural, normal, manual training, and technical schools.*—The General Assembly may establish agricultural, normal, manual training and technical schools, and such grades of schools as shall be for the public good. (Sec. 137)

14. *Compulsory education; exceptions.*—The General Assembly may, in its discretion, provide for the compulsory education of children between the ages of eight and twelve years, except such as are weak in body or mind, or can read and write, or are attending private schools, or are excused for cause by the district school trustees. (Sec. 138)

15. *Free text-books.*—Provision shall be made to supply children attending the public schools with the necessary text-books in cases where the parent or guardian is unable, by reason of poverty, to furnish them. (Sec. 139)

16. *Mixed schools prohibited.*—White and colored children shall not be taught in the same school. (Sec. 140)

17. *State appropriations prohibited to schools or institutions of learning not owned or exclusively controlled by State or some subdivision thereof; exceptions to rule.*—No appropriation of public funds shall be made to any school or institution of learning not owned or exclusively controlled by the State or some political subdivision thereof: provided, first, that the General Assembly may, in its discretion, continue the appropriations to the College of William and Mary; second, that this section shall not be construed as re-

quiring or prohibiting the continuance or discontinuance by the General Assembly of the payment of interest on certain bonds held by certain schools and colleges as provided by an act of the General Assembly approved February twenty-third, eighteen hundred and ninety-two, relating to bonds held by schools and colleges; third, that counties, cities, towns, and districts may make appropriations to non-sectarian schools of manual, industrial, or technical training, and also to any school or institution of learning owned or exclusively controlled by such county, city, town, or school district. (Sec. 141)

18. *Boards of visitors and trustees of educational institutions; how appointed, and term of office.*—Members of the boards of visitors or trustees of educational institutions shall be appointed as may be provided by law, and shall hold for the term of four years: provided, that at the first appointment, if the board be of an even number, one-half of them, or, if of an odd number, the least majority of them, shall be appointed for two years. (Sec. 142)

Taxation and Finance

19. *Taxable property; taxes shall be uniform as to class of subjects and levied and collected under general laws.*—All property, except as hereinafter provided, shall be taxed; all taxes, whether State, local, or municipal, shall be uniform upon the same class of subjects within the territorial limits of the authority levying the tax, and shall be levied and collected under general laws. (Sec. 168)

20. *Reassessment of real estate.*—The General Assembly shall provide for a reassessment of real estate in the year nineteen hundred and five and every fifth year thereafter, except that of railway and canal corporations, which, after January the first, nineteen hundred and thirteen, may be assessed as the General Assembly may provide. (Sec. 171)

21. *State, county and municipal capitation taxes.*—The General Assembly shall levy a State capitation tax of, and not exceeding, one dollar and fifty cents per annum on every male resident of the State not less than twenty-one years of age, except those pensioned by this State for military services; one dollar of which shall be applied exclusively in aid of the public free schools, in proportion to the school population, and the residue shall be returned and paid by the State into the treasury of the county or city in which it was

collected, to be appropriated by the proper county or city authorities to such county or city purposes as they shall respectively determine; but said State capitation tax shall not be a lien upon, nor collected by legal process from, the personal property which may be exempt from levy or distress under the poor debtor's law. The General Assembly may authorize the board of supervisors of any county, or the council of any city or town, to levy an additional capitation tax not exceeding one dollar per annum on every such resident within its limits, which shall be applied in aid of the public schools of such county, city or town, or for such other county, city or town purposes as they shall determine. (Sec. 173)

22. *Property exempt from taxation.*—Except as otherwise provided in this Constitution, the following property, and no other, shall be exempt from taxation, State and local; but the General Assembly may hereafter tax any of the property hereby exempted save that mentioned in sub-section (a):

(a) Property directly or indirectly owned by the State, however held, and property lawfully owned and held by counties, cities, towns, or school districts, used wholly and exclusively for county, city, town, or public school purposes, and obligations issued by the State since the fourteenth day of February, eighteen hundred and eighty-two, or hereafter exempted by law.

* * * *

(d) Buildings, with the land they actually occupy, and the furniture, furnishings, books and instruments therein, wholly devoted to educational purposes, belonging to and actually and exclusively occupied and used by churches, public libraries, incorporated colleges, academies, industrial schools, seminaries, or other incorporated institutions of learning, including the Virginia Historical Society, which are not corporations having shares of stock or otherwise owned by individuals or other corporations; together with such additional adjacent land owned by such churches, libraries and educational institutions as may be reasonably necessary for the convenient use of such buildings, respectively; and also the buildings thereon used as residences by the officers or instructors of such educational institutions; and also the permanent endowment funds held by such libraries and educational institutions directly or in trust, and not invested in real estate: provided, that such libraries and educational institutions are not conducted for profit of any person or persons, natural or corporate, directly, or under any guise or pretense whatsoever. But the exemption mentioned in this subsection shall not apply to any industrial school, individual

or corporate, not the property of the State, which does work for compensation, or manufactures and sells articles in the community in which such school is located: provided, that nothing herein contained shall restrict any such school from doing work for or selling its own products or any other articles to any of its students or employees.

* * *

(Parts of Sec. 183)

Public Free School Law

[Code of Virginia, 1887, and Pollard's Code, 1904, with subsequent amendments.]

OF PUBLIC FREE SCHOOLS FOR COUNTIES, AND OF THE LITERARY FUND

Efficient System of Public Free Schools

1. *Efficient system of public free schools.*—An efficient system of public free schools shall be established and maintained in all the counties and towns of the State. (Code, Sec. 1427)

2. *Authorities for administering system.*—The public free school system shall be administered by the following authorities, to-wit: A State Board of Education, a Superintendent of Public Instruction, division superintendents of schools, and district and county school boards. (Code, Sec. 1428)

State Board of Education

3. *State Board of Education.*—The State Board of Education shall be a corporation by that name, and shall consist of the Governor, the Attorney-General, the Superintendent of Public Instruction, and three experienced educators, to be elected quadrennially by the Senate, from a list of eligibles, consisting of one from each of the faculties, and nominated by the respective boards of visitors or trustees of the University of Virginia, the Virginia Military Institute, the Virginia Polytechnic Institute, the State Female Normal School at Farmville, the School for the Deaf and the Blind, and also of the College of William and Mary (so long as the State shall continue its annual appropriation to the last named institution), together with two division superintendents of schools, one from a county and one from a city, to be selected by the board composed of the Governor, the Attorney-General, the Superintendent of Public Instruction, and three experienced educators elected by the Senate as herein provided, said division superintendents to have powers and duties identical with those of the other members,

except participation in the appointment of any public school official.

Terms of Members.—The terms of the three members elected by the Senate shall be four years, provided they continue so long on the list of eligibles. The terms of those first elected shall date from March one, one thousand nine hundred and three. The Senate shall elect their successors at the session of the General Assembly which begins next before the expiration of the term of the members of the board so elected by the Senate, and so on from term to term of the members so to be elected.

The terms of the two division superintendents first selected after the passage of this act shall be two years from the first day of April, nineteen hundred and seven, provided they hold the office of division superintendent so long; and, within thirty days before the expiration of their term every two years thereafter, the appointing board herein provided shall select their successors, whose term shall be two years from the first day of April following their appointment. The terms of those now in office shall continue until the first day of April, nineteen hundred and seven.

Qualification.—Before entering upon their duties, all the members of the board, except the Governor, the Attorney-General, and the Superintendent of Public Instruction, shall take and subscribe the oaths prescribed by the Constitution before any officer authorized to administer oaths, and said officer shall certify the same; a minute of their qualification shall be entered in the proceedings of the board, and the oaths shall be returned as required by law as to the oaths of other State officers.

Vacancies in the Board.—Any vacancy occurring during the term of any member of the board, except that of the Governor and the Attorney-General, shall be filled for the unexpired term by the board.

President of the Board.—The Superintendent of Public Instruction shall be ex-officio president of the board, and in his absence the members present shall elect a president pro tempore.

Quorum.—A majority of the members shall constitute a quorum for the transaction of business. (Code, Sec. 1429)

4. *Meetings.*—Meetings of the board shall be held upon the call of the president, or upon request of a majority of its members: provided, that the president shall give due notice to all the members of the time of holding the meetings. The place of meeting shall ordinarily be the office of the Superintendent of Public Instruction. (Code, Sec. 1430)

5. *Record.*—A faithful record shall be kept of the proceedings of the board, which shall be signed by the president, or, in his absence, by the president pro tempore, and shall at all times be open to inspection. (Code, Sec. 1431)

6. *Recovery of money due literary fund.*—Any money which ought to be paid into the public treasury to the credit of the literary fund shall (unless other provisions be made therefor) be recoverable, with interest, by the State Board of Education, by motion after fifteen days' notice, or by action in the Circuit Court of the City of Richmond. The Second Auditor shall institute and prosecute the proceedings after an order for such motion or action shall have been made by the board.

The said board may appoint agents for the collection of its debts or claims, and authorize them to secure payment thereof on such terms as it may approve.

When estate of any person taken under execution, or for sale under any decree or deed of trust, for any such debt or claim, or for any fine, will not sell for the amount thereof, such agent may (under the direction of the board as to the price) purchase such estate for the board. He shall immediately report to it every such purchase and the terms thereof.

The board may sell, or appoint an agent to sell, any estate so purchased, who shall sell at such time and on such terms as the board may authorize. It shall take bond from such agent if any money is to come into his hands. Any agent selling land under this section shall, when directed so to do by the board, execute a deed (with the resolution giving such direction thereto annexed) conveying to the purchaser all the interest which the board may have in such land.

For the service of any agent under this section, the board may allow compensation, not exceeding in any case five per centum on the money actually paid into the treasury. (Code, Sec. 1432)

7. *Duties of the State Board of Education.*—The powers and duties of the board shall be as follows:

First. To divide the State into appropriate school divisions, in the discretion of said board, comprising not less than one county or city each, but no county or city shall be divided in the formation of such divisions, and in the establishment of such school divisions the said State Board of Education shall so make up the same as to insure to each division superintendent a salary of not less than nine hundred dollars per annum: provided, that in any case where

the aggregate population of two adjacent counties, or of a city and the county in which it is located, is now less than fourteen thousand people and where, in the judgment and discretion of the State Board of Education, it is not practicable to attach such counties or city to some adjoining county or city so as to make up a division that will provide a salary of not less than nine hundred dollars per annum for the division superintendent thereof, then in such case the State Board of Education may, in its discretion, put said counties, or county and city, into a division, the superintendent of which shall not receive less than seven hundred dollars per annum.

It shall, subject to the confirmation of the Senate, appoint for each of such divisions one superintendent of schools, who shall hold office for four years, and who, during his said incumbency of this office, shall be required to devote himself exclusively to the discharge of its duties: provided, that the State Board of Education may in its discretion make an exception to this rule of exclusive employment when in the judgment of said board such exceptions will enure to the benefit of the public school system in the division of such superintendent thus excepted.

And provided further, that in the case of any border county touching another State than Virginia, and having a population of less than fourteen thousand people, where the State Board of Education, in its discretion, may think that making an exception of such county from the requirements of this act will enure to the best interests of the public school system therein, the said State Board of Education may waive the requirements of this act as to the salary of the division superintendent of schools for said county.

And provided further, that when, on account of geographical or other conditions, the grouping of two or more counties, or the grouping of a county or counties and a city, will not be to the benefit of said divisions, the State Board of Education may, in its discretion, modify the rule as to said grouping and as to the minimum salary herein provided for.

The board shall also prescribe the duties of such division superintendent, and may remove him for cause and upon notice. When a vacancy occurs during the recess of the General Assembly it shall be filled by appointment of the board for the unexpired term, and the appointee shall continue in office until the expiration of thirty days after the first meeting of the General Assembly; but it shall not be lawful when the General Assembly is not in session for the

said board to appoint as division superintendent any person whose nomination has been previously rejected by the Senate.

Second. To prescribe the duties of the Superintendent of Public Instruction.

Third. To approve the appointment of a first and second clerk and such other employees as may be necessary for the office of the Superintendent of Public Instruction, upon the nomination of that officer, and to fix their salaries. The first clerk, who is hereby required to serve also as secretary of the State Board of Education, may be allowed for these extra services such reasonable compensation as the board may deem just and proper.

Fourth. To adopt by-laws for its own government and to make all needful rules and regulations for the management and conduct of the schools. Such rules and regulations, when published and distributed, shall have the force and effect of law until revised, amended, or repealed by the General Assembly.

Fifth. To provide for the examination of teachers by a State Board of Examiners, and the inspection of schools by inspectors to be chosen by the State Board of Education, or by the adoption of such other plans as the board may, in its discretion, deem wise and expedient. The duties, compensation, and expenses of such examiners and inspectors shall be fixed by the State Board of Education, and paid as other expenses of said board are paid.

Sixth. To select text-books and educational appliances for use in the public schools of the State of Virginia, exercising such discretion as it may see fit in the selection of books suitable for the schools in the cities and counties, respectively, subject to the conditions and restrictions hereinafter set forth; but no text-books which may hereafter be adopted for use in any public free school in the State of Virginia shall be changed or substituted until the same shall have been used for a period of not less than four years.

The said State Board of Education shall be empowered, and it is hereby made their duty, to enter into contract for a term of years not to exceed seven, with the publisher or publishers of school books adopted for the use of the pupils of the public schools of Virginia, upon the terms and conditions herein set forth, that the price to be paid for said books by the pupils of the public schools of Virginia shall not exceed the lowest retail price at which such books are sold to the pupils or patrons of the public schools of any other State, county, township, or school district, or to any individual in the United States where similar conditions prevail: provided, that

if after four years of use any text-book or school appliance should prove unsatisfactory, it may, by vote of six members of the State Board of Education, be changed. The publisher or publishers to make a sworn affidavit of this fact, which said sworn statement shall be put on file in the office of the Superintendent of Public Instruction, Richmond, Virginia: and provided further, that said publisher or publishers of said school books shall make a written guarantee to said State Board of Education that any further reduction in the price of said books during the life of said contract, made anywhere to any one, shall also be made to said State Board of Education, and if the publisher or publishers of any school books adopted for the use of the pupils of the public schools of Virginia fails to make the retail prices of said school books as low to the pupils of the public schools of Virginia as the same books are supplied to the pupils of the public schools of any other State, corporation or person, at any time during the continuance of this contract, then it shall be the duty of the State Board of Education of Virginia to declare the contract with such publisher or publishers to be null and void.

Before any publisher or publishers of school books adopted by the State Board of Education shall be permitted to enter into any contract with the State Board of Education, under the provisions of this act, he or they shall file with the State Superintendent of Public Instruction, to be approved by the said State Board of Education, a good and sufficient bond for the faithful performance of the conditions of such contract and the observance of the requirements of this act.*

Seventh. To guard by regulations against such a multiplication of schools in proportion to the funds provided as will tend to cause a low grade of instruction in the schools or in any other way impair their efficiency.

Eighth. To approve or amend the plans of the Superintendent of Public Instruction for the organization and conduct of the summer normal schools, to audit the accounts for the expenses of such schools, and issue warrants for the payment thereof as other warrants are issued by the said board.

Ninth. To decide appeals from the decisions of the Superintendent of Public Instruction: provided, that all the facts and argu-

*[Note, however, the effect of a later statute—section 8 of school law.]

ments in each case shall be presented in writing, and in such form as the board may prescribe.

Tenth. To order the sense of voters to be taken in counties or districts on all matters which may be properly so referred under the provisions of the school law whenever deemed proper by the board.

Eleventh. To invest the capital and unappropriated income of the literary fund in bonds of this State or of the United States, or in bonds of railroad companies secured by first mortgage whose market value for six months preceding the investment has not been less than ninety cents on the dollar, or in bonds made by the district school boards of the different school districts in this State, constituting a lien on the district funds in the different districts, secured by deed of trust on the school property in said districts in which said bonds are invested. The said board may call in any such investment, or any heretofore made, and reinvest the same as aforesaid whenever deemed proper for the preservation, security, or improvement of the said fund. Whenever, in accordance with this section, the board shall invest as aforesaid in bonds of this State, no premium shall be required or paid on such investment. All securities for money belonging to the literary fund shall be deposited with the Second Auditor for safe keeping, who shall return with his annual report a list thereof with a statement of their value.

Twelfth. To audit all claims which are to be paid out of the literary fund, and to allow so much thereof as shall appear to be due: provided, that not more than ten years shall have elapsed when by law such claim might have been presented for payment. For any claims so allowed, certified by the secretary and presiding officer of the board, the Second Auditor shall issue his warrant on the treasurer, signed by the Second Auditor and attested by one of his clerks. All money belonging to the literary fund shall also be received into the treasury on the warrant of the Second Auditor, who shall also be the accountant of the said fund.

Thirteenth. To approve or amend the schemes prepared by the Supterintendent of Public Instruction for apportioning the money appropriated by the State for public free school purposes among the several counties and cities of the State.

Fourteenth. To determine the necessary contingent expenses of the office of the Superintendent of Public Instruction, including stationery, postage, printing, furniture, and other charges; to examine the accounts thereof and when approved to issue warrants

on the Second Auditor for the payment of the same, said warrants to be signed by the secretary and the presiding officer of the board.

Fifteenth. To punish division superintendents of schools for neglect of duty, or for any official misconduct, by reasonable fines, to be deducted from their pay, by suspension from office and pay for a limited period, or by removal from office.

Sixteenth. To appoint a board of directors, consisting of five members, to serve without compensation, which shall have the management of the State library (except the law library) and the appointment of a librarian and other employees thereof, subject to such rules and regulations as the General Assembly shall prescribe.

Seventeenth. To observe the operations of the public free school system, to regulate such matters as may arise in the practical administration thereof not otherwise provided for, and to suggest to the General Assembly any improvements deemed advisable therein, and for which the said board has no power to provide.

Eighteenth. To make a report to the General Assembly at each regular session, covering the annual report of the Superintendent of Public Instruction, giving an account of the operations of the board for the two school years immediately preceding the session of the General Assembly.

Nineteenth. To perform such other duties as may be prescribed by law.

Twentieth. Such reasonable expenses as members of the board, except the Governor, the Attorney-General, and the Superintendent of Public Instruction, may incur in attending the meetings of the board, or any committee thereof, shall be paid from the funds at the command of the board by warrant on the Second Auditor as other expenses of the board are paid. (Code, Sec. 1433; Acts 1908, page 530.)

8. *State Board of Education to make written contracts with publishers of text-books; what contracts shall contain, and so forth.*—1. The State Board of Education shall enter into written contracts with the publishers of text-books adopted for use in the public free schools of the Commonwealth, and the said contracts shall contain the following representations, terms and conditions, to-wit:

(a) That the wholesale prices named in said contracts are in all cases as low as the wholesale prices at which said books are sold anywhere in the United States, and that the retail prices named in said contracts are in all cases as low as the retail prices at which said books are sold anywhere in the United States, taking into con-

sideration the cost of distribution, and that the terms of exchange of books as set out in said contracts are in all respects as favorable to the patrons of the schools of Virginia as those granted by the publisher anywhere in the United States.

(b) That if the prices of said books or any of them shall at any time be reduced, or the terms of exchange made more favorable to the purchasers anywhere in the United States, the same reduction and the same exchange privileges shall thereupon immediately be granted throughout Virginia, and the publisher shall immediately notify the Superintendent of Public Instruction of such changes.

(c) That if any such publisher should issue any special or other editions of any such books and sell the same outside of the State of Virginia at lower prices than those named in said contract, the said publisher shall furnish the Superintendent of Public Instruction, immediately on the publication of said edition, a copy thereof together with a statement of the lowest price being charged therefor, and thereupon the State Board of Education may, in its discretion, require said publisher to issue a similar edition for Virginia, adapted in text to use in this State, and in all respects satisfactory to the State Board of Education; and the said edition for Virginia shall be sold at the lowest price at which is sold said special or other edition issued outside of this State, as aforesaid; and if said publisher fail to issue said similar edition, approved by the State Board of Education, in time for use at the beginning of the next school year following the issue of said special or other edition outside of this State, then the edition mentioned in the contract shall be sold throughout the State at the lowest price said special or other edition is sold outside of Virginia, and such reduced price shall prevail until such edition is issued for Virginia, as aforesaid.

(d) A provision under which, in case the publisher is a foreign corporation or a non-resident of this State, the Secretary of the Commonwealth shall be appointed as agent upon whom process may be served against the publisher in case any legal proceedings be commenced to enforce any rights or claims arising under said contract.

(e) Any other representations, terms or conditions which the said Board of Education may deem necessary for the protection of the patrons and pupils of the public free schools or to the interest of the public school system.

2. Any publisher entering into any contract shall furnish along with the same a sample copy of all books mentioned therein, and said copies shall, in all cases, be identified by a reference to the date of said contract and by the signature of the publisher on the fly-leaf thereof; and all books furnished in pursuance of said contract shall in all respects as to text, paper, binding, printing, illustrations, and in all other particulars be the same as the sample book filed with the contract as aforesaid, except such changes as may be agreed upon by the State Board of Education.

3. And the State Board is hereby authorized, in its discretion, to enter into contracts by which the plates used in printing books may be rented to manufacturers, in order that the same may be used for the purpose of manufacturing books for use in the public free schools of the State.

4. The State Board of Education is authorized to enter into any contracts pertaining to the distribution of school books, which in the opinion of the board will improve the system of distribution or lessen the cost of books to the patrons of the public schools.

5. And each of said contracts shall be accompanied by an affidavit that all representations made therein are true, and that the prices and terms named therein were not made in pursuance of any understanding, agreement or combination to control prices of, or restrict competition in, the sale of text-books; and the said affidavit shall also set out, in such detail as may be required by the Superintendent of Public Instruction, the publisher's lowest list prices of the books named in the contract together with the lowest wholesale, retail and exchange prices of the same anywhere in the United States, whether sold to patrons, dealers, school boards or others. And said contracts shall also be accompanied by a bond, with good and sufficient surety in the penal sum of not less than one thousand nor more than twenty thousand dollars, to be approved by the State Board of Education and to be conditioned upon the performance of all the terms and conditions of said contract and the payment of liquidated damages as hereinafter provided for, and any damages in excess thereof which may be proved to have been sustained by reason of the violation of such terms and conditions.

6. Upon the discovery of any misrepresentation of fact in said contract, or upon the violation of any of the terms or conditions therein contained, the publisher violating shall, upon the demand of the said Board of Education, pay as liquidated damages, the

sum of one thousand dollars to the Commonwealth of Virginia to the credit of its literary fund, and in all cases of such violation the said Board of Education may, in its discretion, in addition to its demand for liquidated damages as aforesaid, declare said contract null and void.

7. The Superintendent of Public Instruction shall take care that all the representations, terms and conditions of said contracts are complied with and shall report all violations of the same to the State Board of Education, and if said board be of the opinion that public interests so require, they shall instruct the Attorney General to institute such legal proceedings as he may deem proper in the premises.

8. It shall be the duty of all division superintendents of schools, school trustees and teachers to notify the Superintendent of Public Instruction promptly of any departure on the part of dealers from the retail prices of books as fixed by the State Board of Education and of any failure to furnish promptly all books necessary for use in the public free schools.

8½. All votes of the State Board of Education upon questions relating to the adoption of and contracts for text-books for use in the public schools of the Commonwealth, shall be taken in open sessions and shall be recorded.

9. All acts, or parts of acts, in conflict with this act are hereby repealed.

10. In as much as the said Board of Education is now negotiating contracts for text-books to be used in the public free schools during the coming session, this act is hereby declared to be an emergency act, and shall be in force from its passage. (Acts 1915, page 110)

9. *State Board of Education to report amount paid for adopted school books.*—The State Board of Education is hereby required to place in the term report a column requiring the teachers to report the amount paid for adopted school books for each pupil.

The Superintendent of Public Instruction and the State Board of Education shall adopt such rules and regulations as may be necessary to obtain this information and incorporate the totals in their annual report. (Acts 1912, page 562)

10. *Board of Education to keep certificates of West Virginia's share of the debt.*—The certificates given for the third of the bonds set apart for West Virginia's portion of the debt held by the literary fund shall be safely deposited and kept by the Board of

Education, subject to the provisions of any settlement which may be had between this State and the State of West Virginia in reference to the public debt of Virginia created prior to the formation of the State of West Virginia. (Code, Sec. 436.)

Superintendent of Public Instruction

11. *His election and term; his salary and traveling expenses; vacancy in office; qualification.*—There shall be elected by the qualified voters of the State on the Tuesday after the first Monday in November, nineteen hundred and five, and every four years thereafter, a Superintendent of Public Instruction, who shall be an experienced educator, and whose term of office shall commence on the first of February following his election: provided, that the present incumbent of the office or his successor shall continue in office until February first, nineteen hundred and six.

His salary shall be fixed by the General Assembly, and he shall be allowed his necessary traveling expenses while engaged in the duties of his office a sum not to exceed eight hundred dollars in any school year: provided, that this amount shall be in full of all sums now set apart by law or otherwise for necessary traveling expenses, but is in no way to affect the salary of the said Superintendent of Public Instruction.

Any vacancy occurring in the office within a regular term shall be filled for the unexpired term by the State Board of Education.

Before entering upon the discharge of the duties of the office he shall take and subscribe the oath prescribed for all officers of the State. (Code, Sec. 1434)

12. *The bonds of certain officers and of their clerks, including the Superintendent of Public Instruction and his clerks.*—The officers and clerks herein named shall each give bond, with sufficient sureties, to be approved by the Governor. Such surety may be either personal or a guaranty or trust company. If any clerk herein required to give bond with surety shall give as such surety a guaranty company, the cost thereof shall be paid by the Commonwealth: provided, that the charge made by such company for becoming such surety shall be approved by a board composed of the Governor, Lieutenant-Governor, and Attorney-General as a fair and reasonable charge.

The penalties of the bonds shall be as follows: Of the Secretary of the Commonwealth, ten thousand dollars; of each of his clerks, three thousand dollars; of the State Treasurer, one hun-

dred thousand dollars; of each of his clerks, five thousand dollars; of the Superintendent of Public Instruction, ten thousand dollars; of each of his clerks, two thousand dollars; of the Commissioner of Agriculture, ten thousand dollars; of each of his clerks, five thousand dollars; of the Auditor of Public Accounts, thirty thousand dollars; of each of his clerks, ten thousand dollars; of the Second Auditor, twenty thousand dollars; of each of his clerks, seven thousand five hundred dollars; of the Register of the Land Office, ten thousand dollars; of the Superintendent of Public Printing, five thousand dollars. (Code, Sec. 225)

13. *To be submitted to Attorney-General.*—Each of the said officers and clerks, required by the preceding section to give bond, shall submit his bond to the Attorney-General for his examination, and in case of his inability to act, by reason of sickness or otherwise, to such person learned in law as the Governor may select; and if, after examination, such bond is found to be in proper form and legally executed, the Attorney-General, or the person so selected by the Governor, shall make an endorsement on it to that effect. (Code, Sec. 226)

14. *Where bonds filed.*—The bond of each of the said officers and clerks mentioned in section two hundred and twenty-five, except the Auditor of Public Accounts and his clerks, after it shall have been recorded by the Secretary of the Commonwealth, as required by section one hundred and seventy-seven, shall be transmitted by him to the Auditor of Public Accounts, who shall file the same in his office. The bonds of the Auditor of Public Accounts and of his clerks, after they have been recorded as aforesaid, shall be retained and filed by the Secretary of the Commonwealth in his office. (Code, Sec. 228)

15. *Superintendent of Public Instruction a member of boards of visitors.*—The Superintendent of Public Instruction is made a member of the boards of visitors of the following named institutions:

The Virginia Military Institute—Code, Sec. 1564.

The Virginia Agricultural, Mechanical and Polytechnic Institute—Code, Sec. 1591.

State Normal School for Women at Farmville—Acts of Assembly 1914, page 567.

Virginia Normal and Industrial Institute—Code, Sec. 1613.

Virginia School for the Deaf and Blind—Code, Sec. 1653.

William and Mary College—Acts of Assembly 1906, page 95.

University of Virginia—Acts of Assembly 1906, page 539.

State Normal School for Women at Harrisonburg—Acts of Assembly 1914, page 567.

State Normal School for Women at Fredericksburg—Acts of Assembly 1914, page 567.

State Normal School for Women at Radford—Acts of Assembly 1914, page 567.

16. *Duties of Superintendent of Public Instruction.*—He shall be ex-officio president of the State Board of Education, by which his duties shall be prescribed. (Code, Sec. 1436)

Division Superintendents

17. *Division Superintendent; appointment; term of office; vacancies; his qualification.*—Within sixty days before July first, nineteen hundred and five, and every four years thereafter, the State Board of Education shall, subject to the confirmation of the Senate, appoint one division superintendent of schools for each school division that the said board may, in its discretion, establish according to law: provided, that no federal officer, except a fourth-class postmaster, and no supervisor or county or State officer, except a notary public, or any deputy of said officers, shall be chosen or allowed to act as division superintendent of schools.

The term of office of the said division superintendent shall be four years from the first day of July following his appointment: provided, that the superintendents for counties and cities now in office, or their successors, shall continue in office until July first, nineteen hundred and nine (1909).

The office of any division superintendent shall be deemed vacant upon the refusal of the Senate to confirm his nomination, his removal from the division for which he was appointed, his engaging in any other business or employment during his term of office as such superintendent, unless such superintendent shall have been excepted under the provisions of sub-section first of section fourteen hundred and thirty-three of the Code of Virginia, as amended, [sub-sec. first of section 7, school law], his resignation or his removal from office by the State Board of Education. Every division superintendent, before entering upon the discharge of the duties of his office, shall take and subscribe the oath prescribed for all officers of the State, which oath shall be made and subscribed before a circuit or corporation court having jurisdiction in his division, or before the judge or clerk thereof in vacation. As soon

as the oaths shall have been taken, subscribed, and certified, a minute of the fact shall be entered in the records of the said court, and a certificate of the clerk, setting forth the qualification and its record, shall be furnished the Superintendent of Public Instruction for record in his office. (Code, Sec. 1437)

18. *His salary.*—The said superintendent shall receive, to be paid in monthly instalments out of the State school fund on the warrant of the State Board of Education drawn upon the Second Auditor, forty dollars for every thousand of population under his jurisdiction for the first ten thousand; twenty-five dollars for every thousand in excess of ten up to and including thirty thousand, and fifteen dollars for every thousand in excess of thirty thousand, rejecting in each case fractions of less than five hundred: provided, that the pay of a superintendent from funds in the State treasury shall not, in any case, be less than two hundred dollars a year: and provided further, that when a school division is composed of more than one county, or of a city and one or more counties, the salary of the superintendent of such division may, in the discretion of the State Board of Education, be the aggregate of the amounts found by estimating what such salary would be in each of said counties and city if each of the same composed a separate school division.

The board of supervisors of any county, or the council of any city, may, out of any surplus of any funds in the treasury of such county or city, or the county or city school board may, out of the local school fund, supplement the salary of the superintendent of schools for the division in which said county or city may be located: provided, that the salary of any such division superintendent shall not be increased or diminished by any such said city council or county board of supervisors during his term of office. (Code, Sec. 1438)

19. *How salaries of Superintendents paid.*—The salaries of division superintendents of schools, so far as payable by the State, shall be paid out of the bulk of the State school funds as distinguished from the appropriations from the same to the several counties. (Code, Sec. 1519)

20. *Powers and duties.*—The powers and duties of the division superintendent shall be fixed by the State Board of Education. (Code, Sec. 1439)

21. *Requisition by Treasurer for State funds; to notify Superintendent when received.*—At the proper time each division

superintendent of schools shall notify the county treasurer in writing that the State money apportioned to the county in cash is ready for distribution, whereupon the county treasurer shall forthwith make requisition in due form upon the Second Auditor for the amount specified; and as soon as the money has been received into the county treasury it shall be the duty of the treasurer to inform the division superintendent of the fact. (Code, Sec. 1516)

School Trustee Electoral Board

22. *School trustee electoral board; composition; duties; compensation.*—In each county there shall be a board, to be known as the school trustee electoral board, which shall, until February first nineteen hundred and four, be composed of the county judge, the attorney for the Commonwealth, and the division superintendent of schools; but after the first day of February, nineteen hundred and four, the said board shall be composed of the attorney for the Commonwealth, the division superintendent of schools, and a resident qualified voter who is not a county or State officer, to be appointed by the judge of the circuit court on or within thirty days after the first day of February, nineteen hundred and four, and every four years thereafter. This resident qualified voter shall receive a per diem of two dollars for each day actually employed, to be paid out of the county school fund; but when acting as a member of the board of appeals, according to the provisions of section fourteen hundred and eighty-seven [section 29 of school law], he shall receive two dollars per day, to be paid out of the district fund of the district in which the service is rendered. The said appointee shall qualify before the clerk of the said circuit court, and shall serve for a term of four years from the first day of March, nineteen hundred and four. Any vacancy occurring within the term of the said appointee shall be filled by the said circuit judge within thirty days thereafter. (Sec. 1450)

23. *Clerk and Chairman.*—The division superintendent shall be clerk, and the board shall elect one of its members chairman. (Code, Sec. 1451)

24. *Term of office; mode of filling vacancies, and so forth; qualifications of trustees.*—The school trustee electoral board shall appoint one school trustee for the several school districts in their respective counties not more than thirty days before September first, nineteen hundred and six, whose term of office shall be three years from said September first, nineteen hundred and six, and

thirty days before September first, nineteen hundred and six, and thirty days before September first of each succeeding year thereafter, one school trustee for each district, whose term of office shall begin on the first day of September of that year and continue for three years. And the terms of the present trustees are hereby extended to the first day of September succeeding the term for which they were appointed. Said boards shall fill vacancies occurring within a regular term for the unexpired part thereof.

No person who is unable to read and write shall be appointed a trustee. (Code, Sec. 1454)

25. *Power of board to declare and fill vacancies and to determine appeals.*—The board shall furthermore have power, and it shall be its duty, to declare vacant and proceed to fill the office of any trustee who fails to qualify and to deliver to the clerk of this board his official oath in the usual form within thirty days after he has been notified by said clerk of his appointment. The board shall also vacate the office of any and every trustee who fails to discharge the duties of his office according to law. In the investigation of any such alleged failure, or in hearing any case of appeal referred to it under this chapter, the electoral board shall have power to issue summonses and rules to witnesses to appear before it, and to require to be produced before it any official records, papers, or books pertaining to the case, and for failure to obey such summons or order the board may impose a fine not exceeding ten dollars for each offence. The chairman of the board shall have power to administer an oath to any witness appearing before it. The said board is hereby constituted a permanent board of appeal to hear and determine all complaints that may be referred to it under the provisions of section fourteen hundred and eighty-seven of this chapter—[section 29 of school law]. (Code, Sec. 1455)

26. *Meetings of board.*—Any member may call a meeting by giving due notice to the other two members. Any two members shall constitute a quorum; a concurrence of a majority of the board in a duly assembled meeting shall be required to constitute a valid act. (Code, Sec. 1456)

27. *Clerk of board; his duties.*—It shall be the duty of the clerk of the board to record all proceedings in a bound volume, which record book, together with such stationery and postage as may be required for correspondence with trustees, shall be paid for out of the county school fund on the warrant of the said board,

provided the cost of the same shall not exceed five dollars in any one year. The clerk shall furnish the Superintendent of Public Instruction with a list of the school trustees of each district of the county, their postoffices and date of appointment, and such other information as may be called for. He shall promptly notify the board when unexpected vacancies occur, and shall also notify the same thirty days in advance of the expiration of regular terms of office, so that the district boards may be kept full and no members left to hold over unnecessarily. He shall promptly notify all trustees of their appointment, and also forward to the same blank copies of the official oath, to be furnished by the Superintendent of Public Instruction. (Code, Sec. 1457)

28. *Appointment of trustees by councils.*—Nothing in this chapter shall be construed as giving authority to said board to interfere in any way with the appointment of school trustees by municipal councils, or to disturb in any way the law bearing on the action of said municipal councils in the premises. (Code, Sec. 1458)

29. *Appeals.*—Any five interested heads of families, residents of the district, who may feel themselves aggrieved by the action of any district school board, may, within thirty days after such action, state their complaint in writing to the division superintendent of schools, who, if he cannot within ten days after the receipt of the said complaint satisfactorily adjust the same, shall grant an appeal to the school trustee electoral board, which shall meet in the district where such complaint originated, and shall summon witnesses and decide finally all questions at issue. Any action taken or had by this board shall be recorded in its minutes and also in the record book of the district board whose action is reviewed. (Code, Sec. 1487)

School Trustees

30. *School trustees, their number and term.*—There shall be three school trustees for each school district, whose term of office shall be three years, respectively. (Code, Sec. 1453)

31. *Who cannot be trustee.*—No federal, State or county officer, or any deputy of such officer, and no supervisor, shall be chosen or allowed to act as district school trustee: provided, that the provisions herein contained shall not apply to fourth-class postmasters, county superintendents of the poor, commissioners in

chancery, commissioners of accounts, and notaries public. (Code, Sec. 1459; Acts 1908, page 187)

32. *Must be a resident of district and take oath.*—Every school trustee shall, at the time of his appointment, be a resident of the school district for which he is appointed, and if he shall cease to be a resident thereof his office shall be deemed vacant. Before entering upon the discharge of the duties of his office he shall take and subscribe the oath prescribed for officers of the State before the division superintendent of schools or any other officer authorized to administer an oath. The officer administering the said oath shall certify the same to the clerk of the circuit court, and the said clerk shall make in his record book a minute of the qualification of said trustee. And no fee shall be charged for either service. (Code, Sec. 1460)

County School Board

33. *County school board, how constituted; to be a corporation.* The division superintendent of schools, together with the district school trustees in each county, including those in towns constituting separate school districts, for certain purposes hereinafter specified, shall constitute a body corporate, under the style of "the county school board of ———— county," and may, in its corporate capacity, sue and be sued, contract and be contracted with, and purchase, lease, take, hold and convey property. This board shall be subject to the higher authority in like manner as the district boards. (Code, Sec. 1441)

34. *Officers of board.*—The division superintendent of schools shall be ex-officio president of the county school board, and it shall be the duty of the said board, at its first meeting, and on the occurrence of a vacancy afterwards, to elect one of its members vice-president. (Code, Sec. 1442)

35. *Meetings of board.*—It shall be the duty of the president to call meetings of the board whenever in his judgment such meetings are needed, and also when requested to do so by two chairmen of the district boards of the county. (Code, Sec. 1443)

36. *By-laws, records and clerk.*—The county school board shall make and record, in a bound volume, by-laws and regulations for its own government and for carrying out all duties imposed upon it by law; and shall keep, in said volume, a record of the proceedings of each meeting. It may appoint a clerk, at discretion, who shall receive as compensation three dollars per day for each day the

board is in session, not exceeding ten dollars per annum, which compensation, together with necessary expenses and contingent expenses attending the transaction of business by the board, may be paid out of any funds under the control of the board. (Code, Sec. 1444)

37. *Annual meetings.*—The board shall hold a regular annual meeting between the first and fifteenth day of August, the exact date to be fixed by the board itself, or, in default thereof, by the president. (Code, Sec. 1445)

38. *Annual report.*—The board shall make an annual report to the Superintendent of Public Instruction, through the division superintendent of schools, on or before the tenth day of September of each year, which shall give in detail its official acts for the year closing the thirty-first day of July preceding. (Code, Sec. 1446)

39. *Powers and duties of board.*—First. Expenses of trustees. The county school board may order any district school board of the county to pay to each school trustee, except the clerk of the board, a sum not to exceed ten dollars in any one year to cover the expenses of said trustee for attendance upon the meetings of the county and the district school boards.

Second. Estimate of expenses.—It shall be the duty of the county school board of each county, on or before the first day of April of each year, to prepare and file with the division superintendent of schools an estimate of the amount of money which will be needed during the next scholastic year for the support of the public free school system of the county, and at the same time, after carefully revising the estimates of the district boards of trustees submitted to the county board in accordance with the provisions of section fourteen hundred and sixty-six of this chapter [section 49 of school law], to prepare and file with said superintendent separate estimates of the necessary expenses of the public free schools in each school district of the county for the next scholastic year, which estimate shall be submitted by him to the board of supervisors at a regular meeting.

Third. Apportionment of county fund.—The county school fund shall be apportioned by the county school board among the several districts of the county according to its judgment having due regard to maintaining, as far as practicable, a uniform term throughout all of the districts: provided, that such primary and grammar schools as may be established in any school year shall be maintained

at least four months of that school year before any part of the fund assessed and collected may be devoted to the establishment of schools of a higher grade.

Fourth. Property vested in and managed by county board; counsel.—All money, bonds, stocks, debts, funds, effects and other property, real or personal, held by individuals by virtue of their office of school commissioner or overseers of the poor of any of the counties of this Commonwealth, except the county of Loudoun, under any act heretofore passed by the General Assembly of Virginia, acquired or derived from the sale of glebe lands, or from any other source formerly belonging to any of the said counties, and applicable to school purposes; also such real or personal estate in any of the said counties as belonged to the former board of the literary fund, together with any other funds or property which had in any manner been set apart for school purposes, but which has been practically abandoned or is without trustees; and any funds or property that may be hereafter set apart solely for county school purposes, and all donations, by will, deed, or other conveyances, heretofore or hereafter made for county or district school purposes, the lot and school building and all the real and personal property acquired for the use of a county or district high school, or for the maintenance thereof, shall be vested in the said county or district school board of the said counties, respectively, unless inconsistent with the grant or devise, upon such terms and conditions for the security of the same as the circuit court of said county shall prescribe. The said board or boards shall, when not inconsistent with the terms of the grant or devise, invest and manage the same, and apply the profits thereof for the purpose of education in the same manner and under the same restrictions as the general school fund of the State is applied under the general school law of the State, except that the said boards are authorized to apply such portions of the profits of the funds as in their judgment may be necessary to the erection of school-houses in their said counties, respectively, or to the purchase of school apparatus for the use of schools. But if such fund does not exceed in amount the sum of two thousand dollars, the said board or boards may, if in their judgment expedient, use such fund in whole or in part in the erection of school-houses in their said counties or districts or in paying any debt which may have been incurred by said county or district boards in the erection of school-houses; provided, that such disposi-

tion is not in conflict with the will of the grantor or testator. In cases where funds or other property are held by trustees for purposes of common school education the county school board shall have power, and it shall be its duty, to examine into the manner in which such trusts are administered; and all such trustees are hereby required to render reports to the county board whenever called on, and to afford every facility wanted by said board in order to obtain a full understanding of all the points connected with such administration; and should such examination reveal any defect or irregularity in the administration of such trust funds or other property, it shall be the duty of the county school board to institute prompt proceedings for carrying the matter before the civil courts. In cases where donations or other funds have been set apart for the education of the poor, the county school board is authorized to receive and apply the same in connection with the public free schools in obedience to the will of the donor. The county school board of any county may employ counsel, and provide for and direct the payment of reasonable attorney's fees whenever such action may be necessary for effectuating the purposes and objects of this section, or for the protection of the public schools of the county, or of any school district thereof, from loss or detriment from any cause: provided, that no such fee shall be paid or allowed by such board unless or until the same shall have been approved by the court in which such litigation was had: provided further, that nothing in this law contained shall be construed to apply to the twenty-fifth clause of the will of Samuel Miller, deceased, or in any wise to affect or impair any rights or interest whatsoever, either public or private, arising under said clause, or to any fund now held by the Charlottesville district school board of Albemarle county, known as district number five. (Code, Sec. 1447)

40. *Authorizing county, district and city school boards to sell or exchange public school property.*—Any county, district or city school board may file its petition in the circuit court of its city or county, or the corporation or the hustings court of its city, or before the judge thereof in vacation, asking leave to sell or exchange any public school property which in its judgment it is desirable to sell or exchange, and upon evidence being produced before the court, or judge thereof in vacation, that such sale or exchange is proper to be made, the said court, or judge thereof in vacation, shall make such order as may be proper providing for the sale of said property, or

that the same may be exchanged: provided, that if the said school property is sold it shall be sold to the highest bidder at public auction after due public notice of time and place of sale be made known by posting notices in the school district or city in which said school property is located, and in case of sale of said property the court or judge shall make an order for the proper use or investment of the proceeds of the same; the court may make such order as to the cost as to it may seem proper. In case of sale or exchange of district school property the deed for the same shall be made by the school trustees of the district or districts in which the property is situated. (Code, Sec. 1466a)

41. *Proceedings against officers, and so forth, to compel settlements of accounts.*—The county school board shall have power, and it shall be its duty, in the event of any delinquency or irregularity in the acts of any treasurer, district board of trustees, or of any officer or member thereof, to take such steps and institute such legal proceedings as may be necessary and proper in order to secure a complete settlement of the accounts of such treasurer, board of trustees, officers, or member thereof, and a full and clear exhibit of the transactions of said officer or board in connection with the receipts and disbursements of any funds for public school purposes, and to compel the payment of any balance that may be in the hands of such treasurer, board of trustees, officer, or member thereof. The county school board shall have power, and it shall be its duty, to take such steps and institute such legal proceedings as may be necessary and proper to secure a complete settlement of the accounts of any trustees to whom any funds or other property for the purpose of common school education shall have been entrusted, and to secure a full and proper administration of the said trusts; and to this end it may apply to the courts for the removal, for good cause shown, of the old trustees, and for the appointment of new trustees, either in place of those so removed or to fill vacancies, and to institute such suits or actions as may be necessary to compel the payment of any balances in the hands of the old trustees so removed, or to correct any defect or irregularity whatever in the administration of such trust fund or other property. It shall be the duty of the attorney for the Commonwealth to act as attorney for the said county school board, and to institute such legal proceedings as the said board may think proper and necessary. (Code, Sec. 1486)

District School Boards

42. *District school boards; quorum, chairman and clerk.*—In each school district there shall be a district school board, consisting of three trustees, who shall be appointed as prescribed by section fourteen hundred and fifty-four [section 24 of school laws] of this chapter. In case the State Board of Education, in redistricting any county, shall reduce the number of school districts, it shall provide for vacating the offices of such trustees as may be necessary to conform to the provisions of this section. Each board of school trustees, any two of whom shall constitute a quorum, shall appoint one of their number chairman and another clerk. (Code, Sec. 1461)

43. *Clerks of district boards to take census of school population; their pay.*—The clerk of each district school board, during the month of April or May, nineteen hundred and ten, and every five years thereafter, shall, in proper person or by deputies approved by the division superintendent of schools, take a census of all persons between the ages of seven and twenty years residing within the school district, and gather statistics relating to the interests of education in said district, according to the forms furnished by the Superintendent of Public Instruction. The lists thus prepared shall be submitted for careful revision to the district school board as soon as may be after their completion, and shall at all times be open to the inspection of any citizen. When so revised, they shall be submitted, along with the other papers of the district, to the county board at its annual meeting, and immediately thereafter delivered to the division superintendent. For said service the clerk or his deputy shall receive compensation out of the district school fund at the rate of three dollars per hundred of the children listed by him, subject to the abatement, on the discovery, before or after the settlement of the account, of errors or omissions in the list, or to a fine by the district board, as provided in section fourteen hundred and seventy-four [section 72 of school law]. (Code, Sec. 1462)

44. *Clerk to take census of the deaf and the blind; his pay; superintendents to transmit consolidated reports to the school for the deaf and the blind.*—He shall, at the same time, also take a separate census of the deaf and the blind persons between said ages residing within the school district, giving the sex, age, and residence of each, and return a copy thereof to the division superintendent. For this

service he shall receive a compensation similar to that allowed for listing other children and out of the same fund. The superintendent shall consolidate the reports of the county and transmit the same to the superintendent of the school for the deaf and blind. (Code, Sec. 1463)

45. *Authorizing a new school census when boundaries of district are changed.*—Whenever the boundaries of any school district or districts are changed it shall be the duty of the division superintendent of schools to cause a census to be taken by some person selected by him of the school children of the territory or territories concerned, which census shall show which of the children on the census books of the preceding regular census of school children, made under the provisions of section fourteen hundred and sixty-two of the Code [section 43 of the school law], both white and colored, have been transferred, naming the districts, respectively, from which they come and to which they are transferred, and when said census is certified as required by section fourteen hundred and sixty-two of the Code of Virginia, it shall be the duty of the division superintendent to amend the last census of the division in accordance with said report and thereafter to apportion the school funds amongst the school districts of the division in accordance with the said amended census. The census herein required shall, except as herein provided, be taken in accordance with the provisions of said section fourteen hundred and sixty-two of the Code of Virginia, and the cost thereof shall be borne by the school districts to which territory is annexed, in proportion to their respective increases of school population. (Code, Sec. 1463a)

46. *Providing for the apportionment of school funds and for taking the census of children in school districts situated in more than one county.*—Whenever a school district is situated in more than one county of this State, and the counties in which such school district is located collect or apportion county or State taxes, or both, therein, then the division superintendent, or county school board of each of said counties, shall make such pro rata apportionment of county and State school funds in that portion of said school district located in such county as is made to the other school districts of such county; and in taking the school census of such district the clerk, or other person taking the census, shall show in which county each child enumerated resides. (Acts 1910, page 208)

47. *Clerks to keep record of proceedings of boards; accounts*

open to inspection.—He shall keep in a bound volume a record of the proceedings of the board, and in another book a cash account and a record of his own official acts, and shall keep on file vouchers, contracts and other official papers; all of which shall be open to the inspection of the division superintendent of schools and of every citizen of the district, and shall be subject to such periodical examinations as shall be prescribed by the State Board of Education. (Code, Sec. 1464)

48. *To discharge other duties; their pay.*—He shall discharge such other duties in connection with the school business of the district as may be required of him, and for his services may be allowed out of the district fund an amount not exceeding three dollars for each teacher. (Code, Sec. 1465)

49. *Powers and duties of district boards of school trustees.*—The duties of the district board of school trustees shall be, in general, as follows:

First. To explain, enforce, and observe the school laws, and to make rules for the government of the schools and for regulating the conduct of pupils going to and returning from school.

Second. To employ teachers and to dismiss them when delinquent, inefficient, or in any wise unworthy of the position: provided, however, that the authority hereby given shall be subject to review by the board of appeal provided by section fourteen hundred and fifty-five of this chapter [section 25 of school law]; provided also, that no district school board shall employ or pay any teacher from the public funds unless the teacher shall hold a certificate in full force according to the provisions of section fourteen hundred and seventy-six [section 78 of school law]: and provided further, that no district school board shall employ or pay any teacher from the public funds if said teacher is the brother, sister, wife, son, or daughter of any member of said board. Any member of any district board who shall violate any of these provisions shall be personally liable to refund any public funds paid in violation of this section, to be recovered from him by suit in the name of the Commonwealth at the relation of the attorney for the Commonwealth; such funds, when recovered, to be paid into the county school fund.

Third. To suspend or expel pupils when the prosperity and efficiency of the schools make it necessary.

Fourth. To decide what children wishing to enter the schools

of the district should by reason of the poverty of their parents or guardians receive text-books free of charge, and to provide for supplying them accordingly.

Fifth. To see that the census of children required by section fourteen hundred and sixty-two of this chapter is taken in the proper time and in proper manner.

Sixth. To hold regular meetings at fixed periods, to be prescribed by the State Board of Education, and special meetings when called by the chairman or by two members.

Seventh. To call meetings of the people of the district for consultation in regard to the school interests thereof, at which meetings the chairman or some other member of the board shall preside, if present.

Eighth. On or before the fifteenth day of March in each year to prepare and return to the president of the county school board, to be by him laid before the board at its earliest meeting, an estimate of the amount of money which will be needed in the district during the next school year for providing school-houses, text-books for indigent children, and school appliances, and other necessary expenses.

Ninth. To provide suitable school-houses with proper furniture and appliances, in accordance with section fourteen hundred and thirty-three, subsection six, of this act [subsection 6 of section 7, school law], and care for, manage, and control the school property of the district. For these purposes it may lease, purchase, or build such houses according to the exigencies of the district and the means at its disposal.

Tenth. To visit the public free schools in the district from time to time, and to take care that they are conducted according to law, and with the utmost efficiency.

Eleventh. To provide for the pay of the teachers and of the clerk of the board, the cost of providing school-houses and the appurtenances thereto and the repairs thereof, school furniture and appliances as provided for in section fourteen hundred and thirty-three, subsection six, of this act, necessary text-books for indigent children attending the public free schools, and any other expense attending the administration of the public free school system, so far as the same is under the control or at the charge of the school district or its officers.

Twelfth. To examine all claims against the school district, and

when approved to pay the same: provided, that a record of such approval shall be made in the proceedings of the board; and a warrant on the county treasurer shall be drawn, signed by the chairman of the board and countersigned by the clerk thereof, payable to the person entitled to receive such money, and stating on its face the purpose or service for which it is to be paid, and that such warrant is drawn in pursuance of an order entered by the board on the ———— day of ————.

Thirteenth. To perform such other duties as shall be prescribed by the State Board of Education or are imposed by other parts of this chapter.

Fourteenth. To report on any matter when required by the division superintendent of schools, and on or before the first day of August of each year to make a report for the school year closing on the thirtieth day of June preceding on all subjects embraced in the blank forms supplied by the Superintendent of Public Instruction.

Fifteenth. County, city, or district school boards and counties, cities, towns, and districts may make appropriations to non-sectarian schools of manual, industrial, or technical training, or to any school or institution of learning owned or exclusively controlled by such county, city, town, or school district, or by such county, city, or district school boards. Said boards may also provide for the introduction of manual or industrial training and other special branches into any public school. (Code Sec. 1466)

50. *To provide for the encouragement, maintenance and supervision of industrial, agricultural, household arts and commercial education.*—1. The State Board of Education is hereby authorized and directed to investigate and to assist in the introduction of industrial, agricultural, household arts and commercial education; to aid local school authorities to initiate and superintend the establishment and maintenance of schools and departments of schools or other agencies for the aforesaid forms of education; to inspect such schools, departments and agencies, and to allow to such schools and departments as are approved by said board, the moneys to which such schools and departments may be entitled from time to time out of funds appropriated by the General Assembly for the benefit of such forms of education.

2. Any school district may, through the district school board thereof, establish all-day, part-time or continuation or evening

classes giving industrial, agricultural, household arts or commercial education and provide for the support thereof in the same manner as for the regular schools of said district. Such education shall be of less than college grade and be designed to meet the vocational needs of persons over fourteen years of age who are able to profit by the instruction offered. (Acts 1914, page 144)

51. *School districts; to be numbered or named and recorded.*—School districts in each county shall be numbered or named by the division superintendent of schools thereof, and the name or number and boundaries thereof shall be recorded in the office of the clerk of the circuit court, and shall be reported to the Superintendent of Public Instruction and be filed in his office. (Code, Sec. 1467)

52. *Bounds of district; when towns may constitute separate districts.*—Each magisterial district shall constitute a separate school district unless the State Board of Education shall provide for redistricting any county where the interests of the schools require it.

A town of more than five hundred inhabitants may, if the council of such town so elect, be constituted a single school district; and such council shall have the power to appoint three school trustees to serve one, two, and three years, respectively, and annually thereafter it shall appoint a school trustee for said district to serve for three years: provided, that in all cases in which a school district includes territory outside of the corporate limits of the town the trustees shall be appointed by the school trustee electoral board provided for in section fourteen hundred and fifty of this chapter [section 22 of school law]. (Code, Sec. 1469)

53. *When State funds paid for school purposes in districts.*—No State money shall be paid for a public free school in any school district until there is filed with the division superintendent a written statement, signed by the chairman and clerk of the board of district school trustees, certifying that the school has been kept in operation for five months during the current school year, or that arrangements have been made which will secure the keeping of it in operation that length of time: provided, that in case of the unavoidable discontinuance of a school before the expiration of the time required the State Board of Education shall be allowed to relax the requirements of this section and to decide the case on its merits. (Code, Sec. 1491)

54. *Claims against school districts, how audited and warrants issued.*—For the pay of public free school teachers, of the clerks

of boards of district school trustees, the cost of providing schoolhouses and appurtenances thereto and the repairs thereof, school furniture and appliances, necessary text-books for children attending the public free schools in cases where the parent or guardian is unable, by reason of poverty, to furnish them, treasurer's commissions, and any other expense attending the public free school system, so far as the same is under control or at the charge of the school district or its officers, it shall be necessary first to obtain from the board of school trustees of the district concerned an order approving the claim and directing it to be paid, which shall be duly recorded in the proceedings of the said board; whereupon a warrant shall be drawn, signed by the chairman of the said board and countersigned by the clerk thereof, payable to the order of the person entitled to receive such money, and stating on its face the purpose or service for which it is to be paid and that such warrant is drawn in pursuance of an order of the board. (Code, Sec. 1517)

School Property

55. *School property of district to vest in district school board.* The school trustees of each district shall constitute the district school board, and shall be a body corporate under the name and style of the "school board of———district, number———, of the county of———," by which name it may sue and be sued, contract and be contracted with, and purchase, take, hold, lease and convey school property, both real and personal. The title to all school property, both real and personal, belonging to the district, shall vest in the said board. (Code, Sec. 1482)

56. *How donations for schools in districts to vest.*—When any real or personal property is given, devised or bequeathed to any school district or city school board it shall be vested in the said school district or city school board, as the case may be, and shall be managed and applied by the same according to the wishes of the donor or testator, and the school board having charge of the fund or property shall, in addition to the regular settlements which it is required to make of all school moneys coming into its hands, settle annually before the commissioner of accounts of its county or city, so far as the management of the property so bequeathed or devised is concerned, and the court having jurisdiction shall have the right to compel such a settlement as provided in section

twenty-six hundred and eighty of the Code. In case of any change in the boundaries of any district, the county school board shall make provision for continuing the fulfillment of the purposes of such donor or testator, as far as practicable, and settlements shall be made as provided for above. (Code, Sec. 1483)

57. *Title to real estate for public uses to be approved by attorney at law; appeal.*—Whenever it shall be necessary for any county, district school trustees, or other public officers of the county, having authority for the purpose, to purchase real estate, or acquire title thereto for public uses, the contract therefor shall be in writing, and the title thereto shall be examined and approved in writing by a competent and discreet attorney at law, who shall be designated by the judge of the circuit court for the circuit wherein the real estate is located, and such approval shall be recorded along with the deed, or other papers, by which the title is conveyed. No such contract shall be valid unless and until the title to such real estate be thus approved; and if the attorney who has been designated by the court refuses to approve the same, the disapproval shall be in writing and filed with the clerk of the county. The supervisors of the county, or any five citizens thereof, may, by motion, appeal of right from the decision of the attorney to the circuit court of the county, or to the judge thereof in vacation, submitting with said motion their petition, accompanied with the evidences of title. Ten days' notice of such motion shall be given to the said attorney, and from the decision of the said court, or the judge thereof in vacation, upon said motion, an appeal of right may be taken by the petitioners to the supreme court of appeals.

The district school trustees, or other public officers of the county, purchasing real estate, or acquiring title thereto for public uses, shall pay to the attorney designated by the court a reasonable compensation for his services, to be fixed by court. (Code, Sec. 824; Acts 1912, page 78)

58. *Right of condemnation given school districts and certain State institutions.*—If the court, or the board of supervisors of any county, the council of any city or town, the trustees of any school district, the Institution for the Deaf and Blind, any of the State hospitals, the University of Virginia, the Virginia Military Institute, or any other institution of this State, cannot, because of the incapacity of the owner or inability to agree upon a price or terms, or because the owner cannot, with reasonable diligence, be found in

this State, or is unknown, agree on terms of purchase with those entitled to any land, buildings, structures, sand, earth, gravel, water, or other material necessary to be taken and used for the purposes of such county, city, or town, or school district, or for the purposes of the Institution for the Deaf and Blind, or of any such State hospital, or of the University of Virginia, or of the Virginia Military Institute, or of any other State institution, it may acquire the same by condemnation under the provisions of this act, and the proceedings in all such cases shall be according to the provisions of this act so far as they can be applied to the same. (Code, Sec. 1105f, cl. 25)

59. *Condemnation and purchase of land for school-houses.*—If, in the judgment of the district school board, the public interests demand that a school-house be located on a particular spot and no equitable arrangements for its purchase prove to be practicable, the board of trustees shall be authorized, and it shall be its duty, to cause the desired parcel of land to be surveyed by the county or other competent surveyor, and a plat of the same to be filed, together with a general statement of the case, with the clerk of the circuit court; and thereupon, on application of the district school board, the same proceedings shall be had as are prescribed by the laws relating to the exercise of the right of eminent domain: provided, that no parcel of land thus condemned shall exceed one acre in a town or five acres in the county: provided further, that no dwelling, yard, garden, or orchard shall be invaded, nor in an unincorporated town any space within one hundred feet of a dwelling, nor in the country any space within two hundred yards of a mansion house, without the consent of the owner.

Whenever it shall be necessary for any county or district school board, or other public officers of the county having authority for the purpose, to purchase real estate or acquire title thereto for public uses, the contract therefor shall be in writing, and the evidence of title be submitted to the circuit court, or to the judge thereof in vacation, for approval, which approval shall be entered of record by the clerk of the court. No such contract shall be valid unless and until the title to such real estate be thus approved; and if the court or judge refuse to approve the same, the disapproval shall be recorded in like manner. (Code, Sec. 1488; Acts 1914, page 270)

School-houses

60. *Construction of school-houses; condemnation of unsuitable buildings.*—No school-house shall be contracted for or erected until the site, location, plans, and specifications therefor shall have been submitted to and approved in writing by the division superintendent of schools, whose action in each case shall be reported by him to the State Board of Education; and no public school shall be allowed in any building which is not in such condition and provided with such conveniences as are required by a due regard to decency and health; and when a school-house appears to the division superintendent of schools to be unfit for occupancy, it shall be his duty to condemn the same and immediately to give notice thereof in writing to the chairman of the district school board, and thenceforth no public school shall be held therein, nor shall any part of the State or county fund be applied to support any school in such house until the division superintendent shall certify, in writing, to the district school board that he is satisfied with the condition of such building and with the appliances pertaining thereto. (Code, Sec. 1489)

61. *Regulating the construction of public school buildings in order that the health, sight and comfort of all pupils may be properly protected.*—The State Board of Inspectors for public school buildings shall not approve any plans for the erection of any school building or room in addition thereto unless the same shall provide at least fifteen square feet of floor space and two hundred cubic feet of air space for each pupil to be accommodated in each study or recitation room therein, and no such plans shall be approved by said board unless provision is made therein for assuring at least thirty cubic feet of pure air every minute per pupil, and the facilities for exhausting the foul and vitiated air therein shall be positive and independent of atmospheric changes. All ceilings shall be at least twelve feet in height.

2. All school-houses for which plans and detailed statements shall be filed and approved by said board, as required by law, shall have all halls, doors, stairways, seats, passage ways, and aisles, and all lighting and heating appliances and apparatus, arranged to facilitate egress in cases of fire or accidents, and to afford the requisite and proper accommodations for public protection in such cases. All exit doors in any school-house of two or more stories in height shall open outwardly. No staircase shall be constructed except with

straight runs, changes in direction being made by platforms. No doors shall open immediately upon a flight of stairs, but a landing at least the width of the doors shall be provided between such stairs and such doorway.

3. All school-houses as aforesaid shall provide for the admission of light from the left, or from the left and rear of the pupils, and the total light area must be at least twenty-five per centum of the floor space.

4. Every school board shall provide at least two suitable and convenient out-houses or water-closets for each of the school-houses under its control; unless the said school-houses have suitable, convenient and sanitary water-closets erected within same, said out-houses or water-closets shall be entirely separated, each from the other, and shall have separate means of access. School boards shall see that said out-houses or water-closets are kept in a clean and wholesome condition. (Acts 1908, page 266)

62. *Use of school-house for certain purposes out of school hours or in vacation.*—When a responsible resident citizen of any school district may apply to any school trustee of said district for the use of a school-house, to be used when the school is not in session during the school term or in vacation, by any lawful assembly of educational, agricultural, civic or social bodies, organizations or gatherings, the said trustee may grant the use of said building; and if said trustee refuse the use of the same, he shall state his decision in writing, and if a demand, signed by five freeholders of said district be then presented to the chairman of said district school board, the said chairman shall promptly call a meeting of the district school board to consider the request for the use of said building and whether the use thereof shall be granted to said freeholders, who shall be responsible for the use and care of said school property and of avoidable damages and the return of the key to the teacher of said district, if school be in term, or to the trustee of said district in vacation. An appeal of right shall also lie from the decision of the district school board to the school trustee electoral board of the county in which said school-house is located, the decision of said last named board to be final. (Acts 1914, page 255)

63. *Authorizing the State Board of Health to adopt, promulgate and enforce rules and regulations for the betterment and protection of the public health of the State of Virginia.*—The State Board of Health shall have the power to make, adopt, promulgate

and enforce reasonable rules and regulations from time to time requiring and providing for the thorough sanitation and disinfection of all passenger cars, sleeping cars, steamboats, and other vehicles of transportation in this State, and also of all convict camps, penitentiaries, jails, hotels, schools, and other places used by or open to the public; to provide for the care, segregation and isolation of persons having, or suspected of having, any communicable, contagious or infectious disease; to regulate the method of disposition of garbage or sewerage and any like refuse matter in or near any incorporated town, city, or unincorporated town or village of this State; to provide for the thorough investigation and study of the causes of all diseases, epidemics and otherwise in this State, and the means for the prevention of contagious disease, and the publication and distribution of such information as may contribute to the preservation of the public health and the prevention of disease; to make separate orders and rules to meet any emergency, not provided for by general rules and regulations, for the purpose of suppressing nuisances dangerous to the public health and communicable, contagious and infectious diseases and other dangers to the public life and health: provided, however, that nothing herein contained shall be construed as in any wise preventing or restricting any person so segregated or isolated from choosing his own method of treatment, or in any wise limiting any diseased person in his right to choose or select whatever method or mode of treatment he may believe to be the most efficacious in the cure of his ailment: provided, however, that nothing herein contained shall be construed as in any wise limiting any duty, power or powers now possessed by or heretofore granted to the said State Board of Health by the statutes of this State, or as affecting, modifying or repealing any rule or regulation heretofore adopted by said board.

2. That any person who shall violate, disobey, refuse, omit or neglect to comply with any rule of said State Board of Health, made by it in pursuance of this act, shall be guilty of a misdemeanor, and upon conviction thereof shall be punished in the manner provided by law; provided, however, that nothing herein contained shall apply to any railroad or sleeping car company whose system of sanitation and disinfection of its cars is approved by the State Board of Health. (Acts 1910, page 269)

64. *Rules and regulations of State Board of Health concerning sanitation of schools.*—Rule 9. Every building used for school pur-

poses, public or private, shall comply with the State law regarding the amount of cubic space per pupil and amount of fresh air to be supplied. (Acts 1908, page 266)

The air in any school-room at all times shall be kept in a wholesome condition, and exercises shall be suspended as often as necessary in order to renew the air in any room the ventilation of which is defective.

Rule 10. No school-room shall be swept except after all school exercises have been concluded for the day.

The floor of no school-room shall be swept without first having been sprinkled with water or covered with damp sawdust or damp paper.

All sweepings shall be removed daily from the school-room.

The furniture and woodwork of every school building shall be wiped down with an approved disinfectant solution at least once each month, and shall be wiped with a damp cloth at least once each week.

Rule 11. Every room used for school purposes, public or private, shall be furnished at all times, when in use, with an adequate supply of drinking water of good sanitary quality. This shall be running water wherever same is available. If running water is not available a tank or cooler shall be supplied, furnished with a spigot; or a dipper shall be supplied, which shall be used only for dipping the water from such tank or cooler.

In addition to the dipper there shall be furnished a cup or glass to be used only for drinking, and which shall not be used for dipping water from the tank or bucket or any other purpose. The contents of every receptacle for drinking water must be renewed fresh every morning, and every receptacle, dipper, cup, or glass shall be well washed every morning and scalded with boiling water at least once each week.

Rule 12. Every building used for public school purposes shall be furnished with two closets, one for males and one for females, separated as far as possible from each other and so arranged as to give the greatest possible privacy to persons using same.

Buildings to which water and sewerage are available shall be provided with water closets and connected with the sewerage system. Where water and sewerage are not available, buildings shall be provided with dry closets, built and maintained in accordance with the standard given in these regulations on dry closets. Such

closets shall be at all times maintained in a clean and sanitary condition. (Adopted by State Board of Health, July 13, 1910)

65. *District not to receive funds until it provides school-houses, and so forth.*—No school district shall receive any part of the county or State funds until it has made proper provision for school-houses, furniture, apparatus, text-books for the indigent children, and all other means and appliances needful for the successful operation of the schools. (Code, Sec. 1490)

66. *Authorizing county school boards in the State to loan to the district school boards.*—Where any county school board in this State is possessed of funds, derived by gift or devise, the said county school board is authorized to loan to the school districts in their respective counties a sum of money, not exceeding one thousand dollars, for the purpose of building school-houses in said district, the amount to be loaned to be proportioned according to school population in each district, so that one district may not obtain a greater proportion than another; and the said district school board is authorized to execute and deliver to the county school board their obligation for any amount so borrowed. The money so borrowed shall be expended by district school boards in building such school-houses as their sound discretion may decide upon. (Acts 1908, page 335)

67. *Authorizing the several school boards of the school districts to borrow money belonging to the literary fund.*—1. The State Board of Education is hereby authorized to loan to the school boards of the school districts and cities in this State making application therefor money belonging to the literary fund and in hand for investment for the purpose of erecting school-houses in such districts and cities, on the terms and conditions hereinafter set forth and subject to such rules and regulations as may be promulgated by the said board.

2. The several school boards in this State as aforesaid are hereby authorized to borrow money belonging to the said literary fund, and the district or city school board desiring to borrow a part of said fund shall make written application to the State Board of Education and shall set forth therein (one) the amount of the proposed loan; (two) the plans and specifications, estimated cost, and location of the building to be erected; and (three) facts showing the advisability of erecting the same.

3. Upon the approval of the State Superintendent of Public

Instruction of the plans and specifications for and the location of the proposed building and of the making of the loan, the State Board of Education may, in its discretion, make such loan: provided, that no such loan for any one building shall exceed the sum of ten thousand dollars, nor shall it exceed fifty per centum of the cost of the same, and no loan shall be made to aid in the erection of a building to cost less than two hundred and fifty dollars.

4. All loans not exceeding three thousand dollars shall bear interest at the rate of three per centum per annum, payable annually on the———day of———; the principal thereof shall be payable in fifteen annual instalments, and shall be evidenced by bonds or notes payable to the Commonwealth of Virginia for the benefit of the literary fund, executed or signed by the chairman of the school board of each district and attested by the clerk thereof. Payments of interest and principal shall be made to the State Treasurer through the Second Auditor, and evidences of debt taken for such loans shall be deposited with Second Auditor and kept by him.

5. The school board borrowing funds under the provisions of this act shall request the board of supervisors or the councils of their respective counties or cities or towns to cause a district tax to be levied sufficient to meet its liabilities on such contract; and in the event that such board shall fail to pay any instalment of interest or principal promptly, then, upon notice in writing to that effect from the Second Auditor or from the State Superintendent of Public Instruction, the county or city treasurer or other person having the custody of the district funds of such district shall pay to the State Treasurer, through the Second Auditor, any such past due instalment of interest or principal out of any district funds in his hands belonging to the district or school board. The failure of the school board of a district or city, or the board of supervisors, or the council of a city or town, to provide for the payment of such loan shall be deemed a cause for removal from office.

6. Before making any loan under this act, the State Board of Education shall be satisfied that the school district or board borrowing the fund has a good and sufficient title in fee to the real estate on which the proposed building is to be erected, and that the same is free from incumbrances, and shall take proper measures

to secure the expenditures of the money for the purpose for which it is loaned.

7. The Board of Education, by reasonable rules and regulations, shall provide for an equitable distribution of the funds loaned under this act amongst the several school districts and sections of the State.

8. The said several school boards or districts of the State making application therefor may borrow money belonging to the literary fund, if it shall seem wise to the State Board of Education to grant the loan in any particular case or cases, to the extent of ten thousand dollars for any one building: provided, that all loans under this section of this act shall bear interest at the rate of four per centum per annum, payable annually, on all amounts loaned in excess of three thousand dollars as aforesaid, and the principal thereof shall be payable in fifteen annual instalments; but the provisions of the preceding sections of this act shall apply to said loans except as modified in this section, but in no event shall more than fifty per centum of the cost of the building be loaned, and the local authorities shall keep the building insured for benefit of the literary fund. There shall also be a specific lien upon the property upon which any loan is made under this section for the payment of said instalments of interest and principal, and the State Board of Education shall not make any such loan in any case in which the payment of said loan would entail, in its judgment, too heavy a charge upon the local revenues of the board or district.

This act shall apply to all loans heretofore made as well as future loans. (Acts 1908, page 106; Acts 1914, page 715)

68. *Authorizing school boards of the several school districts in the counties of this State to borrow money and to issue bonds for the purpose of erecting and furnishing school-houses, and to provide for the payment of such bonds and the interest to accrue thereon.*—1. Whenever the school board of any school district in any of the counties of this State shall, by resolution duly spread upon the minutes of the proceedings of such board, declare that an additional school-house or school-houses are necessary to provide additional public school facilities for the children of school age in such district, and the school funds of such district will not be sufficient to provide such additional school building or buildings, and to furnish the same, and the statement of facts contained in the resolution of such school board shall be confirmed and approved by resolu-

tion of the board of supervisors of the county wherein such school district is located, the school board of any such district, may, when authorized by a vote of a majority of the qualified voters of any such district voting, as hereinafter provided, borrow money for the purpose of erecting a school-house or school-houses therein and for furnishing the same, and may issue either registered or coupon bonds for the sums of money so borrowed; the said bonds to be payable at a period not exceeding thirty years after their date, and to be made redeemable at the option of any such school board at such time after their date as may be specified in the bonds, and such bonds shall bear interest at a rate not exceeding six per centum per annum, payable either annually or semi-annually, as the school board may prescribe: provided, that no such bonds shall be sold for less than their par value, and that at no time shall the aggregate amount of bonds issued and outstanding in any school district exceed seventeen per centum of the aggregate assessed value of the real estate located in such school district.

2. That the said bonds shall be of such form and denomination as the school board of any such school district, by resolution spread upon the minutes of the board, may prescribe, and shall be signed by the chairman and attested by the secretary of the board, and there shall be a lien upon the school property erected and procured with the proceeds of the sale of any such bonds for the payment of the principal thereof and the interest to accrue thereon; and if it shall be so stated on the face of the bonds, there shall be a lien on all the school property of the school district issuing and selling the same for the payment of the principal thereof and the interest to accrue thereon.

3. That the proceeds realized from the sale of any such bonds issued under the provisions of this act shall not be used for any other purpose than that of erecting school buildings and furnishing the same.

4. That no bonds shall be issued under the provisions of this act unless authorized by a vote of the majority of the qualified voters of the school districts proposing to issue the same voting at a special election to be ordered and held as hereinafter provided.

5. When the resolutions of the school board and board of supervisors shall be certified to the circuit court of the county in which any such school district is located, together with the location of the school-house or school-houses to be erected, with the plans, specifications, and estimated cost thereof, approved by the division

school superintendent and the Superintendent of Public Instruction, the said court shall order a special election to be held in any such district at such time and after such notice (which shall not be less than two weeks) as the court may prescribe by order entered upon its minutes, to pass upon the question whether such bonds shall be issued or not for the amount recommended by the school board of such district. And the clerk of the court shall give the notice required by the court of such special election by publication in some newspaper of the county in which such school district is located, and if there be no newspaper published in such county, then in a newspaper published in some adjoining county, or nearby city or county, and by having the same posted by the sheriff of the county in at least ten conspicuous points in any such school district, which said notice shall state the amount of bonds to be issued, the purpose of the proposed issue thereof, and whether the said bonds shall be a lien on all the property in the district or a part thereof. The clerk and sheriff of the county shall each receive for their services hereunder two dollars, to be paid out of the county treasury.

6. The board of supervisors shall prepare the tickets and all other necessary details for such special election, and shall pay the expenses thereof out of the funds of the county, and any such election shall be conducted and held in like manner as regular elections, and the laws of the State applying to general elections shall apply to such special elections, except as hereinafter provided, and the judges and clerks of the regular elections in said district shall be the judges and clerks in any such special election, and shall receive the same compensation; and the voting precincts in any such district for general elections shall also be the same for any such special elections.

7. The judges and clerks of such special elections shall canvass the vote and certify the same to the county clerk in the same manner as required by law in general elections, and on the second day following such special elections it shall be the duty of the county clerk, the Commonwealth's attorney, and the commissioner of the revenue, who are hereby constituted a board of canvassers for that purpose, to meet in the clerk's office of said county and to canvass the returns of such special elections, and to certify the results ascertained by them to the board of supervisors of the county, who shall spread the same upon the minutes of the board, and when this shall have been done, if no notice of contest of said election

shall have been filed within ten days after said election, the certificates of the canvassing board hereby created shall be conclusive of the legality and regularity of said special election and of the result thereof.

8. All registered voters of any such school district who were qualified by law to vote in the last preceding general election shall be qualified to vote in any such special election.

9. From the school levies of any such school district there shall be paid, as it matures, the interest on the bonds hereby authorized, and there shall be set aside annually, as a sinking fund, such a sum as will provide for the payment of the principal when it matures. Such sinking fund shall be invested in the bonds hereby authorized, or in such other securities as the said board may, with the approval of the division superintendent of schools for said county, select. The said school board shall annually report to the board of supervisors of the county the amount of the debt outstanding and the amount and condition of the sinking fund.

10. This act shall not be construed to repeal or amend any special acts passed by this or any previous General Assembly allowing or authorizing any school district in this State to borrow money and to issue bonds therefor. (Acts 1908, page 103)

69. *Division of school districts into subdistricts; for government and administration of same; for additional school tax therein; and for the appointment of school directors, providing for their terms of office, powers, duties, et cetera.*—First. That in due time, before the opening of the schools in the year nineteen hundred and seven, or in any year thereafter following the adoption of this act by any county, it shall be the duty of each district school board throughout the State, in each county in which this act may be adopted, as hereinafter provided, to determine, by specified boundaries, what shall be the area to be attached to each school-house for a primary school for white children, and to each school-house for a primary school for colored children in the respective districts throughout the district, or in any part thereof. These areas shall be called subdistricts, and their boundaries and numbers may be changed from time to time, at the discretion of the district board, but both in establishing and altering the boundaries of such subdistricts such board shall be governed by the provision of section one thousand five hundred and three of the Code of Virginia as amended [section 92 of school law]. The subdistricts for the white children shall be renumbered with cardinal numbers, and the subdistricts for the colored children shall

be lettered with capital letters, the letters being further distinguished by cardinal numbers each time the letters of the alphabet are exhausted, as A-one, B-one, et cetera, A-two, B-two, et cetera; whereupon the district school board shall record these actions on its minutes and certify a copy of same to the clerk of the county, who shall record same in his office in a separate book, which he shall provide at the expense of the county school fund for the purpose. The subdistricts for white and colored children, respectively, shall be considered as separate subdistricts, although the territories may overlap each other, for all the purposes and in the construction and application of this act, and only white persons shall vote in the meetings of subdistricts for white persons, and only colored persons shall vote in meetings of subdistricts for colored persons.

Second. Whenever it may be found necessary for the convenience of the people, a subdistrict may be made to include portions of two or more school districts, or portions of two or more counties. Every subdistrict thus formed shall be under the supervision of the district school board, the county school board, and the school trustee electoral board on whose territory the school-house is situated. When it is desired to form a subdistrict from parts of two or more districts in the same county, the matter shall be considered by the district school boards of the districts affected, and on their mutual agreement the boundary lines shall be established. But in case these boards fail to agree, either one of the district school boards affected may appeal to the county school board of the county. In like manner, if it is desired to form a subdistrict from districts belonging to different counties, the boundary lines may be established by the mutual agreement of the school boards of the districts affected. But in case these boards fail to agree, either one of the district school boards affected may appeal to a board of reference, to be composed of the division school superintendent or superintendents of the counties affected, together with the chairman of some district school board of one of the counties affected, to be selected by this superintendent or these superintendents, and the decision of this board of reference shall be final both as to establishing such subdistricts and as to subsequent changes therein. Any doubtful question as to the location of the primary school-house in such subdistrict contemplated by this act shall be decided in the same manner as the number of subdistricts and the question of boundary lines; and no action under this section shall become final

until the same is approved by the State Superintendent of Public Instruction.

Third. No children from beyond the limits of a subdistrict shall be received into the school therein except such as bring a special written permit issued and signed by the school directors of such subdistrict. The school directors of the subdistricts may grant such permits, and to children from other subdistricts, but only to such children as have their tuition and other expenses to the subdistrict fully provided for, by agreement with the school directors from whose territory such children come, or by being paid for privately to the subdistrict: provided, that the privileges of the children residing in the subdistrict shall in no wise be interfered with injuriously by the admission of children outside the boundaries of such subdistrict.

Fourth. As soon as practicable after the approval of the State Superintendent of Public Instruction of the subdistricts, the district boards of the districts in which such subdistricts are located, respectively, shall, after fifteen days' notice, posted at every post-office in the district, appoint and call a meeting of all persons having the right to vote at subdistrict meetings as hereinafter provided, at some convenient place in each subdistrict, for the organization of such subdistricts, respectively; for adoption of by-laws; for election of school directors of such subdistricts; and for such other purposes as may be lawfully acted upon by such meetings.

Fifth. At such meetings and all subsequent subdistrict meetings hereinafter provided for, all male persons qualified to vote for members of the General Assembly of Virginia residing in such subdistrict and who are assessed with school taxes shall be entitled to vote upon all questions concerning such subdistrict school affairs; and any person entitled to vote at any such meeting may be chosen thereby as a school officer of such subdistrict.

Sixth. At such organization meetings, respectively, a chairman shall be chosen by a majority vote of the meeting. The chairman shall appoint a secretary. It shall be the duty of the clerk of the district school board of the district in which such subdistrict is located to furnish the meeting in question with a copy of this act (the same to be furnished to him by the Superintendent of Public Instruction), and such act shall either be read to the meeting or the substance thereof explained to the same by the chairman. This being done, the secretary shall make a list of all persons present entitled to vote. If it be ascertained that less than one-fourth of

the persons of the subdistrict entitled to vote are present, the meeting shall be adjourned from time to time until at least such one-fourth in number of such persons are in attendance. Such attendance of one-fourth in number of such persons shall be necessary for the transaction of business in this organization meeting and in all subsequent meetings hereinafter provided for.

Seventh. When it shall be ascertained that the meeting is lawfully constituted to transact business, it shall then proceed to adopt by-laws to define and provide for the manner of calling future subdistrict meetings, annual and special; what person shall preside over the same; the proceedings thereat; the method of voting, except that all voting at this and all subsequent meetings shall be by written ballots; the duties of the officers of such subdistrict; and for the governing of other matters pertaining to the welfare of the school of the subdistrict not contrary to law. The by-laws may be changed or added to at any lawful meeting of the subdistrict, annual or special.

Eighth. The officers of each subdistrict shall be three school directors, who from among their number shall choose one as chairman, another as treasurer, and another as clerk; all such officers shall hold their office for one year, or until their successors are chosen and qualify. Before entering upon their terms of office such officers shall take the oath prescribed by section eight hundred and twelve, and any of them may be required by the by-laws of such subdistricts to give bond in the penalty and with the surety prescribed by such by-laws: provided, that the subdistrict treasurer shall give bond of the form prescribed by law for county treasurers with some solvent surety company doing business in the State as surety in a penalty equal to double the amount of the total subdistrict school levy for the ensuing year. The compensation of such officers, respectively, if any, shall be provided for by each subdistrict in annual meeting. Any two of such school directors shall constitute a quorum for the transaction of the business of their board.

Ninth. The school directors of each subdistrict shall constitute a subdistrict school board, and shall be a body corporate under the name and style of the "subdistrict school board of subdistrict number———(or letter)" as the case may be, "of the county of ———," by which name it may sue and be sued, contract and be contracted with.

Tenth. The first election of officers shall be at said organiza-

tion meeting, and subsequent elections of officers shall be at the annual subdistrict meetings. Vacancies occurring between annual meetings shall be filled by the remaining school directors, and appointments thus made shall be valid until the next subdistrict meeting. Should the school directors not be elected or appointed as above provided, the district school boards of the districts in which such subdistricts are located, respectively, shall make the appointments.

Eleventh. It shall be the duty of the secretary of the meetings to report within ten days thereafter to the district board in which such subdistricts are located, respectively, the names of the subdistrict officers chosen and also such other action as may be taken by such meetings.

Twelfth. No one shall be chosen a school director who is unable to read and write.

Thirteenth. Special subdistrict meetings may be called at any time by the subdistrict school board, or, on application in writing of any ten persons entitled to vote in such meetings as above provided, the chairman of such subdistrict board may call any special meeting.

Fourteenth. The annual subdistrict meetings, subsequent to the organization meetings, shall be held during the month of May of each and every year, and other special meetings at such times as they may be called, as above provided. Annual and special meetings may be held at any place for which they are called within the subdistrict, and may be adjourned from time to time to any place within the subdistrict. A majority vote of those present at such meetings, annual or special, provided there be present at least one-fourth of the persons of the subdistrict entitled to vote thereat as above provided, shall be decisive of all questions voted upon thereat.

Fifteenth. If the officers of the subdistrict unreasonably refuse to call a subdistrict meeting, a justice of the peace of the district in which such subdistrict is located upon application of ten or more persons of the subdistrict entitled to vote at the meetings thereof, as above provided, may call such meeting, annual or special, by a warrant under his hand, directed to any constable of the district, if any, otherwise to any person applying therefor, directing same to summon the persons entitled to vote at such meeting as above provided to assemble at the time and place and for the purpose expressed in the warrant.

Sixteenth. The division superintendents of the pubic schools of the division in which such meetings are held, respectively, shall be entitled to be present at any of said meetings and take part in the discussion of any and all questions and to give advice and instruction, but shall not be entitled to vote thereat by virtue of this section.

Seventeenth. At said organization meetings, and at said annual meetings thereafter, said subdistricts, respectively, may, unless the county and district school tax in such county already levied, as may be otherwise provided by law, aggregates five mills on the dollar, by majority vote, which shall include a majority of the freeholders of such subdistrict, make, grant, and vote in favor of a special levy, as a subdistrict school tax, of such amount as they may judge necessary (provided the aggregate of county, district, and subdistrict school taxation shall not exceed five mills on the dollar) for the further support of the public schools of such subdistrict, including supplement to the teachers' salary and supplement to the expenses of furniture, apparatus, repairs, fuel, for the salary of the subdistrict school officers, if any, and for all other necessary charges affecting the efficiency and welfare of the schools of such subdistricts, respectively; and such vote in favor of such levy shall be recorded on the minutes of such meeting, and a copy of such minute shall be certified to the board of supervisors; whereupon the board of supervisors, at its next meeting at which it lays the general county levy for the ensuing year, shall, in addition to the county and district school tax otherwise provided for by law, levy for such ensuing year such subdistrict school tax as may have been voted in the respective school subdistricts of the county, and provide for the collection of the same in accordance with the provisions of this act; which action of the board of supervisors shall be forthwith certified by the clerk thereof to the clerks of the respective school subdistricts affected. Thereupon the clerk of said subdistrict school board shall, in a book kept for the purpose, apportion and extend such levy against the owners of all property, real and personal, within such subdistrict, and other subjects of taxation which should be taxed therein as herein provided, which may be assessed against such owners and subjects of taxation upon the land and property books of the county for the current year and at the valuation fixed by such books. Thereafter such clerk shall make off from such book kept by him as aforesaid tax tickets against the proper persons for such subdis-

trict school tax levy, and place them in the hands of the treasurer of such subdistrict on or before November first of the current year, and such treasurer shall proceed to collect the same, and on all such tickets not paid by December first of the current year there shall be five per centum of the amount thereof added thereto. Said school subdistrict treasurer, for the collection of such subdistrict school taxes shall have all the powers of distress and levy that may be given by law to county treasurers for the collection of other taxes; and each such tax ticket which may not be paid in any year shall be attached to the tax ticket rendered against the same person for the succeeding year or years until paid, and all of such tax tickets shall be and remain in date, and the subdistrict treasurer shall have the same powers from year to year with respect to the collection of all such uncollected tax tickets as he may have with respect to tax tickets for the current year; and such respective subdistrict school funds shall be paid out by the subdistrict treasurer thereof upon warrants signed by the chairman and countersigned by the clerk of such subdistrict board of the form hereinafter prescribed; and reports shall be made by such treasurer annually to the subdistrict annual meeting, and settlement shall be made by such treasurer annually preceding such annual meeting with the subdistrict school board with respect to such subdistrict school funds, and the result of such settlement and the levy voted at each annual school subdistrict meeting shall be promptly certified by the clerk of such subdistrict board to the school board of the county, and by the latter certified to the division superintendent of schools along with the estimates provided for in section fourteen hundred and forty-seven [section 39 of school law]. Every school subdistrict treasurer, on going out of office, shall deliver to his successor all uncollected tax tickets, books and papers belonging to his office, and all money belonging to his school subdistrict fund, and such successor shall have the same powers with respect to the collection of all such uncollected tax tickets as he has with respect to tax tickets for the current year. For every breach of any condition of the bond of every school subdistrict treasurer, action shall be brought at the relation of his successor (and such successor shall institute same promptly on coming into office), for the benefit of the school subdistrict, before a justice of the peace, if for a sum not exceeding one hundred dollars, and if for a sum exceeding that amount, then in the circuit court of the county, or the same may be recovered by motion in said court after five days' no-

tice. Upon any judgment rendered in such suit or motion a writ of fieri facias may issue, which shall conform in all respects to writs of fieri facias issued under chapter thirty of the Code of Virginia, as amended, and be proceeded with in the same manner.

The school directors of each subdistrict shall also have the following powers and duties:

1a. To explain, enforce, observe, and to make rules in execution of the by-laws of their respective subdistricts and supplementary thereto, when necessary, for the government of the schools of their respective subdistricts.

2a. To call general and special meetings of their respective subdistricts, as provided for by the by-laws thereof and by law.

3a. To contract with the teacher of the school of their subdistricts with respect to the supplement, if any, such subdistrict is to add to the salary of such teacher in addition to the salary paid same from the State, county, and district school funds; and, subject to the rules and regulations of the district school board in which such subdistrict is located, and subject also to said by-laws, and such action as said subdistrict meetings may have taken with respect thereto, if any, to contract for and authorize any other expenditures to be made by the subdistrict with respect to the supplement, if any, such subdistrict is to add to the funds provided from the State, county, and district school funds, for the expense of furniture, apparatus, repairs, fuel, and other necessary charges affecting the welfare and efficiency of such schools; and to provide for payment of such supplement to the teacher's salary and of such expenditures, including the pay of the clerk of such subdistrict board of school directors, and of the school directors thereof, if any, as fixed by the next preceding annual meeting of such subdistrict.

4a. To examine all claims against the subdistrict, and, when approved, to pay the same by warrants drawn on the subdistrict treasurer signed by the chairman of such subdistrict school board of directors and countersigned by its clerk, payable to the person entitled to receive such money, and stating on its face the purpose or service for which it is paid, and that such warrant is drawn in pursuance of an order entered by the board of school directors of the subdistrict in question (designating same plainly by proper number or letter) on the ——— day of ——— (designating date of the order).

5a. To visit the school of their respective subdistricts not less

than once each month throughout the school session and take care that it is conducted according to law and with the utmost efficiency. They shall also do what they can to secure the enrollment and regular attendance of children at school and to promote the appreciation and desire of education among the people.

6a. To determine what shall be the length of school session in their subdistricts, respectively, each year, in addition to the school session which is authorized by other proper school authorities, for the expenses of which additional length of session the subdistrict shall be responsible.

7a. To do all in their power to protect and improve the school property, and to render it comfortable, decent, and attractive. They shall also support and counsel the teacher and do what they can to secure justice and harmony among all concerned.

8a. To report any matter required by the said division superintendent of schools at any time called upon.

9a. To perform such other duties as may be prescribed by the State Board of Education or which may be imposed by law.

Eighteenth. This act shall not interfere with the duties and authority of the division superintendent of schools in respect to teachers and schools as heretofore provided by law. Nor shall this act be considered as applicable to cities or towns set off as separate school districts having more than one primary public school, except that such city or town districts are hereby empowered to extend their lines beyond the corporate limits so as to embrace the children in the suburbs when the district school boards of the districts which may be affected thereby shall agree upon the same. And in case of disagreement the matter shall be determined by appeal, as hereinbefore provided; and where new lines have been established for school districts the apportionment of school money to the school districts shall be made to conform to such change.

Nineteenth. It shall be the duty of the State Board of Education to make all such rules and regulations as may be needed for carrying into effect the provisions of this act.

Twentieth. Any State Superintendent of Public Instruction, clerk, district school trustee, division superintendent of schools or subdistrict school officer failing or refusing to comply with the provisions of this act shall, upon conviction, be deemed guilty of a misdemeanor, and be punished by a fine of not less than fifty and not exceeding one thousand dollars.

Twenty-first. This act shall apply to those counties, and only to those, in which it may be adopted after due consideration by the county school boards thereof, respectively: provided, that the county school board of any county in which this act shall be adopted as aforesaid may, if in its judgment the operation of the same is injurious to the interests of education, apply to the State Board of Education for relief to the county from the provisions of the act, and the said board shall have power to grant such relief. (Code, Sec. 1470; Acts 1906, page 415; 1908, page 43)

School Officers

70. *Officers and teachers not to have pecuniary interest in books, and so forth, supplied to schools; exceptions; not to discount warrant.*—First. No member of the State Board of Education, nor any division superintendent of schools, nor school trustee, nor any other school officer, nor any teacher of a public free school, shall have any pecuniary interest, directly or indirectly, in any contract for building a public free school-house or in furnishing material to a contractor for building such school-house, or in suppling books, maps, school furniture or apparatus to the public free schools of this State, or act as agent for any author, publisher, bookseller, or dealer in any such school furniture or apparatus, directly or indirectly, receive any gift, emolument, reward, or promise of reward, for his influence in recommending or procuring the use of any book, map, school furniture, or apparatus of any kind in any public free school of this State. Any school officer or teacher who shall violate this provision, besides being removed from his post, shall be subject to a penalty of not less than ten nor more than five hundred dollars. Exception to the requirements of this section may be made by the State Board of Education in the case of a school officer or teacher being the author of any school book or map, or the inventor of school furniture or apparatus, in which case the State Board of Education may, in its discretion, make specific arrangements whereby such school officer or teacher may, if his book, map, or invention be adopted by the proper authority, enjoy the benefits of the proceeds thereof without offence: provided, that no unfair advantage be allowed over other competitors in securing the adoption of the book, map, or invention. Exceptions shall also be made in the case of a merchant who, in the regular course of trade and without employing agents to solicit such business, sells either books

selected and adopted by the State Board of Education or supplies used in the schools and by the pupils.

Second. It shall not be lawful for any member of a school board, or any officer of the public free schools, or any firm in which said trustee or officer is interested, or any agent of such trustee or officer, to be concerned in any contract with a public free school board or a committee of such school board for any work or labor ordered to be done, or for goods, wares, or merchandise or supplies of any kind ordered by a school board or a committee of such school board, except as provided in first subdivision of this section. It shall be unlawful for any such trustee or officer to sell, convey, or deliver any goods, wares, merchandise, or supplies of any kind to a school board or a committee of such board, or to receive, directly or indirectly, any profit or emolument from any contract with, or sale to, such board or a committee thereof, except as provided in this section. If any such contract or sale shall be made it shall be void, and if such claim or bill be paid, the amount paid, with interest, may be recovered by the county or district within two years after payment by action or motion in the circuit court having jurisdiction over said county or district.

Third. It shall be unlawful for any county, district, or school officer, school trustee, or corporation officer in this Commonwealth to acquire by purchase, at less than its face value, directly or indirectly, express or implied, any warrant or other evidence of indebtedness issued by any board of supervisors or any common council or board of aldermen of any county, city or town in this Commonwealth, or any warrant or claim issued by any of the public free school officers or school boards of this State for the pay of teachers, or the building of school-houses, or purchase of school books, school furniture, or apparatus. Any such officer or trustee violating the provisions of this section shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine of not less than twenty dollars nor more than five hundred dollars, and in the discretion of the jury may be imprisoned in the county or corporation jail not more than six months; and the judge of every circuit and corporation court in this Commonwealth shall give this law specially in charge to every grand jury empaneled therein. (Code, Sec. 1472)

71. *Delivery of records, and so forth, to successors.*—All school officers going out of office shall deliver to their successors the records and all official papers belonging to the office. In case of

the refusal or failure of any officer to do so, on demand by his successor, he shall forfeit not less than twenty-five nor more than one hundred dollars therefor, and a like penalty for each month during which he shall persist in withholding the same. (Code, Sec. 1473)

72. *Penalties on officers and teachers.*—Any division superintendent of schools, school trustee, or other school officer, or any teacher in a public school, who shall, by malfeasance or neglect, offend against the provisions of this chapter, if no other specific penalty be prescribed, shall be subject to a fine of not less than five nor more than fifty dollars for each offence. (Code, Sec. 1474)

73. *Disposition of penalties; how sued for.*—All penalties and forfeitures imposed by the school law upon a division superintendent or a county treasurer of the county, and all penalties imposed upon the school trustees or other district school officers, or upon teachers, shall be for the benefit of the literary fund. The suit for such penalties shall be in the name of the Commonwealth, and if prosecuted in a court of record it shall be the duty of the attorney for the Commonwealth for the county to conduct the same. It shall also be the duty of the attorney for the Commonwealth, and any school officer of the county, or of any school district, as the case may be, to set such prosecution on foot: provided, that if a penalty shall be inflicted for any such offence by any of the school authorities, in pursuance of the school law, the party shall not be a second time subjected to a penalty therefor. (Code, Sec. 1475)

74. *Removal of officer from office; proceedings therefor.*—The circuit courts of counties and the corporation courts of corporations shall have power to remove from office all county, city, and district officers elected or appointed for their respective counties, cities, and districts for malfeasance, misfeasance, incompetency, or gross neglect of official duty: provided, however, that such power to remove the clerk of a court shall be vested only in the court of which he is clerk: provided further, that nothing in this section shall be construed to interfere with any power vested in the mayor of any city by section one hundred and twenty, article eight, of the constitution of the State, or to repeal any provision of the charter of any city, or any ordinance in pursuance of such charter, for the removal of any of its officers. All proceedings under this section shall be by order of, or on motion before, the proper court upon reasonable notice to the officer to be affected thereby; and such officer

shall have the right to demand a trial by jury, except in cases where the officer is an appointee. (Code, Sec. 821)

75. *Form of general oath.*—Every person, before entering upon the discharge of any function as an officer of this State, shall take and subscribe the following oath: "I, ————————, do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of the State of Virginia ordained by the convention which assembled in the City of Richmond on the twelfth day of June, nineteen hundred and one, and that I will faithfully and impartially discharge and perform all the duties incumbent upon me as ———— according to the best of my ability. So help me God." (Code, Sec. 168)

76. *Form of oath against duelling where disabilities not removed.*—He shall also at the same time, unless his disabilities shall have been removed by the General Assembly, take and subscribe the following oath: "I swear that I have not, while a citizen of this State, since the tenth day of July, nineteen hundred and two, fought a duel with a deadly weapon, or sent or accepted a challenge to fight a duel with a deadly weapon, either within or beyond the boundaries of this State, or knowingly conveyed such challenge, or aided or assisted in any manner in fighting such duel: and that I will not fight a duel with a deadly weapon, or send or accept a challenge to fight a duel with a deadly weapon, either within or beyond the boundaries of this State, or knowingly convey such challenge, or aid or assist in any manner in fighting such duel, during my continuance in office. So help me God." (Code, Sec. 169)

77. *Where the fact of oaths having been taken is recorded.*—When a person elected or appointed to any office or post takes the oaths required of him in a court of record, a transcript from the record of the court, stating the fact of their having been taken, and when he takes such oath before a judge or other person, a certificate of the person administering the same, stating the fact of their having been taken, shall be obtained by the person taking the same, and be by him delivered for record as follows—that is to say: When the oaths are taken by the Governor, Lieutenant-Governor, Attorney-General, Secretary of the Commonwealth, State Treasurer, Superintendent of Public Instruction, Commissioner of Agriculture and Immigration, State Assayer and Chemist, members of the State Corporation Commission, Librarian, and Commissioner of the State Hospitals for the Insane, either of the officers mentioned

in sections two hundred and twenty-three, two hundred and thirty-two, two hundred and thirty-three, or forty-one hundred and sixty, or a commissioner appointed by the Governor, the record shall be on the journal of the executive; when taken by any of the clerks mentioned in the fourth, fifth, and sixth subdivisions of section one hundred and eighty-three, it shall be in the office of that officer by whom the clerk may have been appointed; when taken by a judge, the record shall be in the first court in which he sits; when taken by any officer appointed by or belonging to a court, it shall be in the said court or in such other as prescribed by law; in the case of a member or officer of either house of the General Assembly, the record shall be on the journal of the house, or in such other manner as the house may prescribe by its rules.

And in the case of any other officer, unless it be otherwise provided, the record shall be in the court of the county or corporation in which the duties are to be discharged; or, if his duties are not to be discharged wholly in one county or corporation, then in the court of the county or corporation in which such officer resides. (Code, Sec. 175)

Teachers and Courses of Instruction

78. *Teachers to hold certificate of qualification.*—Every teacher of a public free school shall hold a certificate in full force, issued or approved by the division superintendent prior to July first, nineteen hundred and six, or after that date to be issued by the State Board of Examiners and Inspectors and approved by the superintendent of schools for the division within which such teacher is to be employed. (Code, Sec. 1476)

79. *To pay teachers in the public schools of Virginia without requiring average attendance of pupils.*—The pay of a teacher in the public schools of this State shall not be governed by the daily average attendance of pupils, provided the average attendance of pupils exceeds ten. (Code, Sec. 1480a)

80. *Relief of school teachers.*—In cases where the monthly salary of a public free school teacher has been reduced in consequence of a lower average attendance of pupils during any month or months of the school term than the average required by law, and it further appears from the term report that the average attendance of pupils during any month or months of the school term has been above that required by law, then such teacher shall be entitled to a compensation per capita at the rate specified in the

contract to the extent to which the excess in the average attendance above the required average makes up for the deficiency therein: provided, that in no case shall the whole amount of salary allowed exceed the maximum salary specified in the teacher's written contract. Warrants for such amounts as may be shown by the term report to be due shall be issued and paid in the manner prescribed by law for issuing and paying other warrants for teachers' salaries. (Code, Sec. 1480b)

81. *To keep register and deliver same at close of term to clerk.* Every teacher in a public free school shall keep a daily register of facts pertaining to his school in such form as the Superintendent of Public Instruction shall require, and shall be responsible for the safe keeping and delivery of the same to the clerk of the school board at the close of the school term, or of the period of his service, whichever shall first happen. (Code, Sec. 1477)

82. *Must enter into written contracts.*—Written contracts shall be made by the district school board with all public free school teachers, in a form to be prescribed by the Superintendent of Public Instruction, before they enter upon their duties. Such contracts shall be signed in duplicate, each party holding a copy. (Code, Sec. 1478)

83. *Providing a retirement fund for public school teachers.*—Any person, not including the division superintendents, who has taught in the public schools of this State, may make application to be retired and pensioned under the terms of this act, provided his case comes under either of the two following classifications:

Class "A" shall include every person who has taught in the public schools of this State an aggregate of at least twenty years and who has maintained a good record and by reason of physical or mental infirmity or old age is incapable of rendering efficient service as a teacher.

Class "B" shall include every person who has taught in the public schools of this State for an aggregate of at least 30 years and who has maintained a good record and has reached the age of 58 years if a man, and 50 years if a woman.

The State Board of Education is authorized, and it shall be its duty, to place any such person on the list to be known as the "retired teachers' list," and pay him a pension as hereinafter provided, subject to the exceptions and restrictions mentioned herein; and a careful record of the names of the teachers pensioned under this act shall be kept by the State Board of Education.

2. No applicant under Class "A" shall be pensioned until and unless his mental or physical disability is shown by evidence satisfactory both to the State Board of Health and the State Board of Education, and either of the said boards may order a special medical examination by some physician appointed by it, the expenses, not exceeding five dollars in each case of the said special examination, to be borne by the applicant, unless otherwise directed by the State Board of Education.

3. Any person in either class retired under this act shall have deducted from the first year's pension an amount equal to thirty per centum of the average annual salary earned by such person during the last five years he was a teacher in this State less the amounts already contributed to the pension fund by such person retired.

All money so deducted shall be used to create a permanent endowment for the retirement fund, and only the income shall be used in paying pensions or other current expenses.

4. The fund; whence derived.—In order to provide a fund to pension said retired teachers, all contracts with teachers shall provide that the chairman and clerk of the school board, or other officers whose duty it is to pay public school teachers, shall deduct monthly from the salary of each teacher in the State a sum equal to one per centum of his salary. In order that the sum so deducted shall be promptly covered into the treasury of the State, it shall be the duty of the State Board of Education to deduct from the annual apportionment on account of the appropriation of the General Assembly and the accumulated interest on the investments of the literary fund one per centum of the total amount of the salaries of the teachers of each county, town, or city, as shown by the annual report of the division superintendent for the preceding year. Should the salaries of the teachers for the current year exceed the salaries paid the preceding year, then the State Board of Education shall deduct for the succeeding year an additional amount sufficient to cover said excess, it being the intention in this section of the act to provide a convenient means of paying the pensions deducted from the teachers' salaries into the State treasury without having the trouble and expense of many small remittances from a large number of clerks of district boards. All amounts so deducted and received shall be placed by the State Treasurer to the credit of the fund, to be called the "retired teachers' fund," and an accurate account shall be kept of all funds so received.

5. Appropriation.—The sum of $5,000 per annum is hereby appropriated out of any money in the treasury not otherwise appropriated to carry into effect the provisions of this act. The said sum shall be turned over to the State Board of Education and deposited as aforesaid with the State Treasurer, to be placed to the credit of the fund created by section four of this act.

6. Legacies, bequests, and so forth.—All legacies, bequests, and funds derived from devises for the benefit of the teachers under this act shall be paid over to the State Board of Education and shall be by it transferred as aforesaid to the Treasurer of Virginia, to be placed to the credit of the fund provided for in section four or seven of this act, as may be proper to carry out the terms of the gift.

All money belonging to this fund, from whatsoever source derived by the State Board of Education, shall be paid into the treasury of the State through the office and upon the warrant of the Second Auditor of Virginia.

7. The State Board of Education shall be permitted to invest the capital and unappropriated income of the said "retired teachers' fund," as provided in the eleventh subdivision of section fourteen hundred and thirty-three of the Code [subsection 11 of section 7, school law], with all the powers of investment or re-investment granted by said section. And all securities belonging to said fund shall be deposited with the Second Auditor for safe keeping, who shall return with his annual report a list thereof with a statement of their value.

Only the income of the funds received and invested under this section shall be used in paying pensions or other current expenses.

8. What pensions to be paid.—The State Board of Education shall quarterly, on the first day of January, April, July and October of each year, issue its warrant on said fund, signed by the president and secretary of said board, for the benefit of each person whose name has been placed on said list for the quarter immediately preceding the time of payment for a sum equal to one-eighth of the average annual salary earned by such person during the last five years he was a teacher in the public schools of this State. The Second Auditor shall issue his warrants to said persons accordingly. In no event, however, shall any quarterly pension exceed the sum of one hundred dollars: provided, that any person whose average annual salary during the last five years he was a teacher in the public schools of this State equaled or exceeded one thousand dollars may receive as a quarterly pension as much as one hundred and twenty-

five dollars. In the event that the available funds shall, in the judgment of the State Board of Education, upon a prudent and equitable appropriation of the same, for any quarter be insufficient to pay all pensions due for the quarter to the full amount thereof, then the same shall be paid pro rata according to the amount of money that is available as aforesaid.

9. The State Board of Education shall see that proper arrangements are made for keeping an accurate account of all moneys received, invested or disbursed under this act, and the Superintendent of Public Instruction shall include a full statement of all the transactions of said fund in his annual or his biennial report. The State Board of Education shall require proper and sufficient bonds from the person or persons charged with the management or custody of said funds, except in the cases of the State Treasurer and Second Auditor, whose official bonds shall cover the said funds, for the proper application of which they and the sureties on their official bonds shall be liable.

10. Prior to January 1, 1911, no person shall be placed on the "retired teachers' list" under Class "A" or Class "B" unless such person shall have taught at least one session in the public schools of this State since July 1, 1908; after January 1, 1911, and prior to January 1, 1912, no person shall be placed on said list unless such person shall have taught at least two sessions since July 1, 1908; after January 1, 1912, and prior to January 1, 1913, no person shall be placed on said list unless such person shall have taught at least three sessions since July 1, 1908; after January 1, 1913, and prior to January 1, 1914, no person shall be placed on the pension list unless such person shall have taught at least four sessions since July 1, 1908; and after January 1, 1914, no person shall be placed on the pension list unless such person shall have taught at least five sessions since July 1, 1908: provided, that the provisions of this section shall not apply to any person whose application reached the State Board of Education prior to July 1, 1908.

10½. Any person who would have been entitled to a pension under this act under either Class "A" or Class "B" had it been in force prior to July 1, 1908, and subsequent to July 1, 1902, and who retired either voluntarily or on account of physical disability from teaching in the public schools prior to July 1, 1908, and subsequent to July 1, 1902, and who is otherwise qualified under the provisions of this act, shall receive under this act a pension equal to one-fourth of the average salary earned by such person in teaching a public

school during the last five years of his service, which shall be paid as other pensions are paid under this act, and all other provisions affecting other pensioners under this act shall apply to those pensioned under this section.

11. The State Board of Education shall publish annually the retired teachers' list in the Virginia Journal of Education, or some other paper selected by it, giving the name, age, and quarterly pension of each person on said list, together with a statement of the class under which he is retired.

12. In the interest of fairness and justice to all parties, the deductions provided for in section three of this act shall be made to apply to all persons whose names have been or shall be placed on the "retired teachers' list" prior to the time this law goes into effect under such rules and regulations as may be prescribed by the State Board of Education.

13. The State Board of Education is authorized to make such further rules and regulations as are necessary to carry out the purposes of this act. (Acts 1910, page 127)

84. *How persons on "retired teachers' list" may retire or be removed therefrom under certain circumstances and cease to receive pension.*—1. Any person heretofore or hereafter placed on the "retired teachers' list," under the terms of the act providing a retirement fund for public school teachers, approved March ninth, nineteen hundred and ten, under Class A, shall receive a pension only so so long as his mental or physical disability continues to exist; and he may have his name removed from said list at his own request at any time, or the State Board of Health or the State Board of Education may at any time, and shall at intervals not exceeding three years, require a new examination of any person receiving a pension under Class A, as aforesaid, to determine whether the said person is still incapable of rendering efficient service as a teacher by reason of mental or physical infirmity or old age, and if either of said boards shall be of opinion that the said disability no longer exists, the State Board of Education shall, after thirty days' notice, remove the said recipient of a pension from the said retired teachers' list, and in the event of either voluntary retirement or such removal, the pensioner shall no longer receive a pension unless re-instated as hereafter provided.

2. In case any person on the retired teachers' list is removed therefrom, as aforesaid, or voluntarily retires from said list, he shall be restored to the same rights and condition regarding certificates

as he possessed at the time he made application to be placed on the retired teachers' list.

3. Any person so removed from the retired teachers' list or who voluntarily retires therefrom may be restored to said list at any time, either under Class A or Class B, by making application on forms prepared for that purpose by the Superintendent of Public Instruction without regard to the number of years he may have taught since July first, nineteen hundred and eight, if otherwise eligible under the terms of the said act of March ninth, nineteen hundred and ten.

4. Any person whose name has been placed upon the retired teachers' list who shall engage in teaching in any of the public schools of this State shall forfeit his right to a position on the retired teachers' list and shall be removed therefrom by the State Board of Education.

5. Any female teacher unmarried at the time her pension was applied for or granted, heretofore placed upon the retired teachers' list, who taught in the public schools of this State for an aggregate of less than thirty years, or who was less than fifty years old at the time she was placed on said retired teachers' list, shall be removed from said list after thirty days' notice if it shall appear that she has heretofore married since her pension was applied for, or if she shall hereafter marry.

Any female teacher unmarried at the time of her pension shall be applied for or granted, hereafter placed upon the retired teachers' list, whose service in the public schools of this State shall be for an aggregate of less than thirty years or who is less than fifty years old at the time she is placed on the retired teachers' list, shall be removed from said list after thirty days' notice if it shall appear that she has married since her pension was applied for.

6. In any case in which any person is removed from the retired teachers' list under the terms of this act there shall be paid back to him the amount of money which he has paid into the retired teachers' fund with six per centum interest, less any amount or amounts that may have been paid to him out of the retired teachers' fund while his name remained on said retired teachers' list. (Acts 1912, page 655)

85. *May suspend pupils.*—A teacher of a public free school may, for a sufficient cause, suspend pupils from attendance on the school until the case is decided by the board of school trustees, which shall be with as little delay as possible: provided, that in all such

cases of suspension the teacher shall report the facts in writing to the district school board, and to the parent or guardian of the child suspended. (Code, Sec. 1479)

86. *Meetings of teachers to be encouraged; summer schools.*—First. Teachers' meetings.—County or district school boards may encourage meetings of teachers to be held from time to time in any county or school district under such regulations as the division superintendent of schools may prescribe.

Second. Appropriation for summer schools.—A sum not exceeding five thousand dollars, payable out of any amount appropriated out of the general fund of the State for public free school purposes, may be used annually by the State Board of Education for the establishment and maintenance of State summer schools for the better equipment of the teachers in the public schools of this State: provided, that not less than eight such summer schools shall be held annually in this State.

Third. Purpose of summer schools.—The purpose of said summer schools shall be to familiarize the teachers in the public schools of this State with more advanced methods of teaching and to furnish such additional academic training as will tend to promote the usefulness of the public schools.

Fourth. How conducted.—The said summer schools shall be conducted under the general management of the State Board of Education, and shall be subject to the supervision of the Superintendent of Public Instruction, who shall from time to time select the places of holding said summer schools, the instructors thereof, and regulate the course of instruction to be pursued therein.

Fifth. Terms and regulations.—The said summer schools shall be held for a period of not less than four weeks in each year, beginning on such day or days in the summer vacation of the public schools as may be designated by the Superintendent of Public Instruction. The sum hereby authorized to be expended shall be applied exclusively to the payment of instructors and to other necessary expenses incident to the conduct of said schools: provided, that all claims for services of instructors and other necessary expenses shall be submitted to and approved by the State Board of Education, and when so approved shall be paid by warrants of said board, drawn on the Second Auditor, and a separate account of the receipts and disbursements on account of the appropriation shall be kept by said board. (Code, Sec. 1481)

87. *Preference to be given to graded schools.*—In all localities

where the number of children is sufficient, preference shall be given, under suitable regulations, to the establishment of graded schools. (Code, Sec. 1502)

88. *What to be taught in schools.*—In every public free school shall be taught orthography, reading, writing, arithmetic, grammar, geography, physiology, and hygiene, civil government, drawing, history of the United States and history of Virginia. In teaching physiology and hygiene approved text-books shall be used plainly setting forth the effects of alcohol and other narcotics on the human system, and such effects shall be as fully and thoroughly taught as are other branches of the said last named subjects. Provision shall further be made for moral education in the public schools to be extended throughout the entire course. Such instruction shall be imparted by reading books and text-books inculcating the virtues of a pure heart and noble life. The text-books shall be selected as are other text-books by the State Board of Education. (Code, Sec. 1497)

89. *Provision for intermediate grades of instruction.*—For the purpose of encouraging an intermediate grade of instruction between that of the grammar school and that of the college, any county school board or any district school board may, under regulations to be prescribed by the State Board of Education, establish and maintain schools of higher grade, or in any public school provide for instruction in any branches necessary to qualify pupils to teach in the public schools or to enter institutions of higher education: provided that for instruction in such higher branches the board may require a fee, to be paid monthly or quarterly in advance, not to exceed two dollars and fifty cents per month for each pupil. (Code, Sec. 1498)

90. *Higher branches not to interfere with elementary.*—The establishment of such schools of higher grade or the introduction of such higher branches shall not be allowed to interfere with regular and efficient instruction in the elementary branches. (Code, Sec. 1499)

91. *To provide for instructing pupils so as to prevent accidents.* 1. It shall be the duty of each teacher in the public schools of the Commonwealth to devote not less than thirty minutes in each month of the school session for the purpose of instructing the pupils therein as to ways and means of proper observation so as to prevent accidents.

2. The Superintendent of Public Instruction shall forthwith prepare, publish and distribute proper information, arranged in chapters or lessons for the guidance of teachers in carrying out the povisions of this act. (Acts 1914, page 212)

92. *How number of schools regulated.*—The number of schools in the State shall be according to the funds available, and for this purpose the district school boards are authorized to provide for the consolidation of schools and the transportation of pupils. (Code, Sec. 1503)

93. *School boards of two adjacent districts may establish joint schools.*—The school boards of two adjacent districts, whether in the same or different counties, shall, with the consent of the State Board of Education, have the power to establish joint schools for the use of both districts; and shall have the power to purchase, take, hold, lease, and convey school property, both real and personal, in either district for such joint schools; and the title to all such property acquired for such purposes shall vest jointly in the school boards of such adjacent districts, and such schools shall be managed and controlled by the said boards jointly. (Acts 1914, page 278)

High Schools

94. *To establish and maintain a system of public high schools and to appropriate money therefor.*—First. It shall be lawful for any district school board or district school boards to establish and maintain a public high school at such place as may be both most convenient for the pupils who attend and most conducive to the purposes of such school: provided, that the high school may be conducted either in a suitable building provided for that purpose, or in the same building with one of the graded schools of the district in which said high school is established, but no State funds shall be appropriated under this act for high school purposes until provision has been made to maintain, for a term of at least five months in each year, the primary and grammar schools of the district or districts establishing said high school in such county or counties.

Second. Two or more districts in the same or adjoining counties may unite in establishing and maintaining a joint high school under the provisions of this act, and under such rules and regulations as may be prescribed by the State Board of Education; and the said board shall also prescribe the requirements for admission to such high school and the conditions on which properly pre-

pared pupils residing in other districts may attend said high school.

Third. The superintendent or superintendents of any division in which said high school shall be established shall give due notice of the same to the State Board of Education, and before any State funds shall be appropriated for the support of such school the said board shall cause the same to be inspected by a competent person, to see that suitable arrangements have been made to enable the school to conform to such standard as may be prescribed by the State Board of Education for regularly organized public high schools in this Commonwealth; and when the district school board or district school boards shall appropriate annually as much as two hundred and fifty dollars for the support of such high school from the local school funds under the restrictions named in the first section of this act, or from funds privately subscribed for this purpose, and this fact shall have been duly certified to the State Board of Education by the superintendent of the division in which such high school is established, then the State Board of Education shall issue annually a warrant on the Second Auditor for two hundred and fifty dollars (250), except as hereinafter provided, in favor of the treasurer of the county in which such high school is located, which money shall be placed to the credit of the high school fund of the district in which such high school is located and paid on the warrant of the district school board exclusively for the support of said high school. The treasurer of each county in which such high school is located shall keep such funds separate and distinct from other public school funds, and shall make a detailed report of receipts and disbursements of said high school fund to the division superintendent of schools at the same time that he makes the annual report of his settlement with the county school board: provided, that not more than one high school in any school district shall have the benefit of the appropriation of State funds provided for in this act unless, in the judgment of the State Board of Education, the area and school population of a district may justify the establishment of more than one high school therein.

Fourth. The sum of fifty thousand dollars ($50,000) is hereby appropriated annually for the purposes of this act, to be paid out of any money in the State treasury not otherwise appropriated, which amount, or so much thereof as shall be necessary, upon

the itemized statement of the State Board of Education duly certified and filed with the Auditor of Public Accounts, shall be turned over by the Auditor of Public Accounts, to the Second Auditor and shall be placed to the credit of the literary fund, and shall be used exclusively for the support of public high schools established and maintained in accordance with the provisions in this act; provided, that if any district school board or district school boards shall appropriate a larger amount the State Board of Education shall issue annually a warrant equal to the amount appropriated by said district school board or district school boards, but said warrant issued by said State Board of Education shall not exceed four hundred dollars ($400) for any one high school in any one year; provided also, that the State Board of Education shall have the power to fix such rules and regulations as are necessary for the proper distribution of this fund. (Acts 1906, page 350)

95. *To provide for normal instruction in certain public high schools.*—Whereas trained and capable teachers are indispensable to an efficient system of public schools; and whereas there are now in successful operation in nearly every school division in the State public high schools in which are taught the higher branches of learning, and which by the adoption of a normal school course in connection with the ordinary curriculum provided for such schools can be made a convenient and economical means of providing competent teachers for primary schools in the rural districts of the State; therefore,

1. The sum of fifteen thousand dollars, or so much thereof as may be necessary, is hereby appropriated annually for the purposes of this act, to be paid out of any money in the State treasury not otherwise appropriated; which amount, upon the order of the Board of Education, duly certified and filed with the Auditor of Public Accounts, shall be turned over by said Auditor to the Second Auditor and shall be placed to the credit of the literary fund, and shall be used exclusively for the pay of teachers in the normal department of such public high schools as may be designated by the State Board of Education as hereinafter prescribed: provided, that no school shall receive under this act during any year a larger appropriation than fifteen hundred dollars.

2. The State Board of Education shall issue annually a warrant on the Second Auditor for such sums as may be appropriated

to the high schools designated by said board in favor of the treasurer of the county or city in which such high school is located, which money shall be placed to the credit of the high school fund of the district in which such high school is located and paid on the warrant of the district school board exclusively for the pay of teachers employed in the normal school department of said high school.

3. The State Board of Education shall designate the public high schools in which a normal school department may be established and conducted under the provisions of this act, and shall prescribe the normal course which is to be adopted and taught in said schools in connection with the high school curriculum already provided, and shall determine the qualifications of all teachers employed in such normal school department. The chief object of such normal school department shall be to instruct teachers in the best methods of organization, teaching and management of primary schools in the rural districts. The Board of Education, in its discretion, may prescribe that any pupil receiving the benefit of such course of normal school training shall obligate himself to teach for not less than two years in the rural public schools of the State.

4. The said Board of Education shall designate not more than one such high school in any county; but the said board may in its discretion select some public high school within an incorporated town or city which is located in such county, provided no State normal school is located in said incorporated town or city. (Acts 1908, page 69)

96. *To provide for instruction in agriculture, domestic arts and sciences, and manual training in public high schools.*—1. In at least one public high school, to be selected by the State Board of Education in each congressional district of the State, as the said congressional districts were formed on January 1, 1912, a thorough course in agriculture, the domestic arts and sciences and manual training shall be given in addition to the academic course prescribed for such high schools, and at least one-fourth of the school time shall be devoted to these subjects.

2. Not less than five acres of land, convenient to each of said schools, shall be acquired by lease, purchase or donation for the purpose of providing practical demonstration in agricultural

science. The cultivation of these lands, as far as practicable, shall be done by the students themselves.

A careful account shall be kept of the product of each student's labor, showing how it is disposed of and the prices received on the products which are sold. The proceeds of such sales shall be applied or used under general regulations adopted by the district school board of the county in which the agricultural school is located, which regulations must be approved by the State Board of Education.

3. Suitable buildings shall be provided and properly equipped for the purposes of said schools, including workshops planned for practical instruction in elementary manual training, in bench work and in other forms of shop work applicable to rural life.

4. All female students attending the high schools provided for under this act shall be instructed in the domestic arts and sciences, and suitable equipment for such instruction shall be provided by the district school boards out of the funds applicable to the maintenance and equipment of the school. Said female students may also take the agricultural course if they so desire.

5. The agricultural high schools established under this act may be used as centers for directing the demonstration farm work and other extension work throughout the bounds of the several congressional districts, and shall be conducted under such rules and regulations as the State Board of Education and the president of the Virginia College of Agriculture and Polytechnic Institute may prescribe. (Acts 1912, page 56)

97. *To authorize the boards of supervisors in the several counties in this State to appropriate money for the establishment, equipment and maintenance of agricultural schools.*—Whereas by an act approved on the fourteenth day of March, nineteen hundred and eight, the General Assembly of Virginia authorized the establishment of an agricultural school in each congressional district of the State; therefore.

1. Be it enacted by the General Assembly of Virginia, That the board of supervisors in the several counties in this State be, and they are hereby, authorized to appropriate such sum or sums of money as to them may seem proper, in their discretion, for the establishment, equipment or maintenance of such an institution.

2. All appropriations heretofore made by the board of super-

visors of any county for the purposes above mentioned are hereby ratified and validated. (Acts 1910, page 328)

Pupils

98. *Who admitted to public schools; provision for children of adjoining districts; separate schools for white and colored.*—The public free schools shall be free to all persons between the ages of seven and twenty years residing within the school district; provided, that whenever a school is so situated in one district that it is, with the approval of the division superintendent, attended by children of another district, the board of the district other than that in which the school is located shall, in the absence of agreement or when no agreement can be reached, pay for each child to the district in which the school is located the cost of education per pupil enrolled, to be determined by the division superintendent of schools, with right of appeal by any person interested, or either of the district school boards, either with reference to the propriety of the said attendance by children of another district or the cost of education as aforesaid, within ninety days, the said appeal to be made in writing to the school trustee electoral board of the county in which the school is located; and the State Board of Education shall have power and it shall be its duty to make regulations whereby the children of one district may attend school in an adjoining district, out of the county or an adjoining city; provided, that white and colored persons shall not be taught in the same school, but shall be taught in separate schools, under the same general regulations as to management, usefulness and efficiency. (Code, Sec. 1492; Acts 1912, page 648)

99. *Qualifications of preceding section.*—The preceding section is subject to the following qualifications:

First. Any person domiciled in this State who is a resident of any school district of the State may send his children to any public free school in any other school district of the State upon such terms and conditions as may be prescribed by the school board of the said last mentioned school district, and any guardian domiciled in this State as aforesaid, for his ward or wards, shall be entitled to the same privilege for them if they are domiciled in Virginia, which said terms and conditions shall be complied with by the school district in which said parent or guardian resides; provided that the said school district in which said parent or guardian resides shall have the right

of appeal to the school trustee electoral board of the county in which said district is situated, which said school trustee electoral board shall decide finally what are just and proper terms and conditions in each case: and provided, further, that children whose parents or guardians do not reside in a city shall be received into the public schools of such city only upon such terms and conditions as may be prescribed by the school board thereof, subject to an appeal to the State Board of Education, but the provisions of this act shall not apply to indigent children, and children living with and entirely supported by residents of said district shall be admitted to the public free schools of said district as if they were children of said residents.

Second. The school board of any district bordering on another State which grants the same privilege to the State of Virginia may, in its discretion, admit into its schools, free of tuition, persons of school age residing beyond the limits of this State, but near thereto, if their parent or guardian pays taxes in the said district.

Third. Attendance shall be upon the school in the district nearest to the residence of the pupils, unless otherwise ordered by the district school board, subject to the regulations of the State Board of Education. (Code, Sec. 1493; Acts 1912, page 648)

100. *Admission of children six years of age under certain conditions.*—The public free schools of this State shall be free to any child six years of age, provided that in the opinion of the teacher and the division superintendent the said child shall have reached such a stage of maturity as to render it advisable to permit him to enter school. (Acts 1914, page 141)

101. *Who colored; who Indian.*—Every person having one-sixteenth or more of negro blood shall be deemed a colored person, and every person not a colored person having one-fourth or more of Indian blood shall be deemed an Indian. (Acts 1910, page 581)

102. *Admission of persons between twenty and twenty-five years of age; district board may, under certain conditions, establish night schools and admit pupils regardless of age.*—Any board of district school trustees may, in its discretion, admit as pupils into any of the public free schools of its district persons between the ages of twenty and twenty-five years on the prepayment of tuition fees, under regulations to be prescribed by the State Board of Education, provided the admission of such pupils will not, in the opinion of the district board, impair the usefulness and efficiency of such school.

And the board of district school trustees in districts where day schools are conducted for eight or more months each year may, in its discretion, and by and with the consent of the State Board of Education, and under rules and regulations to be prescribed by said State Board of Education, establish and conduct night schools to which may be admitted pupils regardless of their age; but no such schools shall be established or conducted except in cases where, in the opinion of the said State Board of Education, the usefulness and efficiency of the day schools would not be impaired thereby.

Inasmuch as the question has been raised as to the authority of certain district school boards to conduct night schools, an emergency is hereby declared to exist, and this act shall be in force from its passage. (Code, Sec. 1494; Acts 1915, page 190)

103. *Providing (in certain cases) for the compulsory attendance of children between the ages of eight and twelve years upon the public schools of Virginia, and providing penalty for failure, and designating the manner of collecting such penalties.*—1. Every parent, guardian, or other person having charge or control of any child between the ages of eight and twelve years shall be required to send such child to a public school of this Commonwealth for at least twelve weeks in each school year, at least six weeks of which shall be consecutive, unless the district school trustees of the district in which such parent, guardian or other person resides excuse for cause such child, or unless such child be weak in body or mind, or can read and write, or is attending a private school, or lives more than two miles by the usual traveled route from the nearest public school, or more than one mile from the line of an established public free school wagon route: provided, however, that the provisions of this act shall not apply in any county, city or town of this Commonwealth except and until the qualified voters of such county or city or town shall, as hereinafter provided, avail themselves of the provisions hereof.

2. The provisions of this act may be made to apply in any county, city, town or magisterial district constituting a separate school district of this Commonwealth by submitting the question of compulsory education to the qualified voters of such county, city, or town at any general election to be held in said county, city, town or magisterial district composing a separate school district at any general election to be held in said county, city or town, or at any special election held for the purpose as hereinafter provided.

Whenever the school board of any county, city or town shall, by a recorded vote, express the desire to submit the question of compulsory education to the people of such county, city, town or magisterial district constituting a separate school district at a general election, it shall be the duty of the division superintendent of such county or city to certify that fact to the electoral board of such county or city, who shall, at least thirty days before the next general election see to it that the question is printed upon the official ballot of such election in type similar to that used for the rest of the ballot, and in the following form: "For compulsory education," "Against compulsory education."

Whenever a majority of a county, city or town school board, or a number of qualified voters of such county, city, town or magisterial district composing a separate school district equal in number to one-third of the total number of votes cast in said county, city, town or magisterial district composing a separate school district at the last preceding regular November election by a petition duly signed, shall petition, in writing, the judge of the circuit or corporation court of any county or city for a special election in such county or city on the question of compulsory education therein, such court or judge shall, within ten days after the receipt of said petition, issue a writ of election, in which shall be fixed the day of holding such election, directed to the sheriff of his county or sergeant of his corporation, as the case may be, whose duty it shall be to post forthwith a notice of said election at each voting precinct in said county, city, town or magisterial district composing a separate school district, as the case may be. He shall also give notice to the officers charged with the duty of conducting other elections in said county, city, town or magisterial district constituting a separate school district, as the case may be; but no special election shall be held under this act within less than thirty days from the posting of such notices as aforesaid. Said special election shall he held and conducted as other special elections are held and conducted. If it appear from the abstracts and returns of said general or special election that a majority of the votes cast in the county, city, town or magisterial district constituting a separate school district as a whole, as the case may be, were for compulsory education, then, at the beginning of the next school year after the holding of such election the provisions of this act for compulsory education shall become effective in any county or city thus voting in favor thereof.

After any such general or special election has been held in any county or city there shall not be another election under this act held in said county or city within two years.

3. The ballots to be used in said special election shall be respectively as follows: "For compulsory education," "Against compulsory education." In all other particulars, except wherein otherwise provided by this act, said election shall be held, conducted, the returns thereof canvassed and certified, or contested, according to the provisions of chapter twenty-five of the Code of Virginia so far as applicable.

Those qualified to vote in such special election shall be those who were qualified to vote at the preceding regular November election, and such others as may have come of age, registered and become qualified voters since said preceding regular election.

4. In every county or city of this Commonwealth in which the provisions of this act may be made to apply as aforesaid each district school board shall, on the second Monday in February and the second Monday in September, or within fifteen days thereafter, each year, in such manner as the State Board of Education may direct, ascertain the condition of all children between the ages of eight and twelve years who are not in attendance upon any public school, and shall report all violations of this act to its district clerk, who shall at once proceed to prosecute each and every such offence.

5. A parent, guardian, or other person who fails to comply with the provisions of this act shall be liable to a fine of not less than two nor more than ten dollars for the first offence, nor less than five nor more than twenty dollars for each subsequent offence; such fine shall be collected by the clerk of the respective district school boards in the name of the Commonwealth and in an action before any court of competent jurisdiction, and the money so collected by each clerk shall be paid into the State treasury and be applied to the district school fund of the district or districts from which the said fines were received.

6. The clerk of the district school board in each district in the counties or cities wherein the provisions of this act are adopted as aforesaid shall prosecute every offence against the provisions of this act, when a member of the district school board, or any taxpayer of the district in which the offending party resides files with him an affidavit setting forth the facts constituting the offence: and if he neglect to do so within fifteen days after such

affidavit is filed he shall be liable to a fine of not less than five nor more than ten dollars for each case of such neglect, to be collected in the name of the Commonwealth before any court of competent jurisdiction by any person feeling aggrieved thereby, and the money collected for such fine shall be paid into the State treasury and applied to the district school fund of the district in which such clerk resides.

7. Two weeks' attendance at half time or night school shall be considered, within the meaning of this act, equivalent to an attendance of one week at a day school.

8. For each and every prosecution under the provisions of this act the clerk of the district school board of the district wherein such prosecution is had shall receive a fee of two dollars, to be paid out of the district school fund of said district. (Acts 1908, page 640)

104. *Minimum required for a school.*—A minimum number of pupils, under regulations to be prescribed by the State Board of Education, shall be required in order to form a public free school. (Code, Sec. 1495)

105. *Exclusion of persons with contagious diseases, or who have not been vaccinated.*—Teachers shall require of the pupils cleanliness of person and good behavior during their attendance at school and on their way thither and back to their homes.

Persons suffering with contagious diseases shall be excluded from the public free schools while in that condition. Every teacher and pupil shall, within ten days after entering a public free school, furnish a certificate from a reputable physician certifying that such teacher or pupil has been successfully vaccinated or is entitled to exemption by reason of peculiar physical condition: provided, that nothing in this section shall preclude a school board from requiring immediate vaccination in case of an epidemic of small-pox or the annual revaccination of those who have not furnished certificates of proper vaccination: provided further, that the operation of so much of this section as concerns vaccination may be suspended in whole or in part by the school board of any city city or county.

Should any children who attend the public free schools be unable to pay for vaccination they shall be vaccinated with genuine vaccine matter at the cost and expense of the town or county, and provision shall be made therefor by the council of the town or by the board of supervisors of the county. (Code, Sec. 1496)

106. *Compulsory vaccination free to the poor, including children attending free schools.*—The council of any city or town and the board of supervisors of any county, when in their judgment occasion requires, may cause persons residing within the limits of such city, town, or county to be vaccinated with genuine vaccine matter; and the council of any city or town and the board of supervisors of any county may enforce obedience to its ordinance or orders, as the case may be, by fixing fines and penalties for the violation of said ordinance or orders. Should any person, including children who attend the public schools, be unable to pay for vaccination such person shall be vaccinated with genuine vaccine matter at the cost and expense of the city, town, or county, and provision shall be made therefor by the council of the city or town or by the board of supervisors of the county. (Code, Sec. 1733)

107. *An act for the testing of the sight and hearing of pupils in the public schools.*—The State Superintendent of Public Instruction is hereby directed to prepare or cause to be prepared, upon the advice and approval of the State Board of Health, suitable test cards, blanks, record books, and other needful appliances to be used in testing the sight and hearing of pupils in the public schools, and shall also obtain necessary instructions for the use thereof; and shall furnish the same free of expense to all the schools of the State, upon request of the school board of any county or city, accompanied with the statement from the clerk thereof that the said board had by resolution adopted the use of said test cards, blanks, et cetera, and had directed the use thereof in schools under their charge; and within fifteen days after the beginning of the term, or after receiving the said test cards, et cetera, the principal or teacher in all said schools shall test the sight and hearing of all the pupils under their charge, and keep a record of such examinations in accordance with instructions furnished, and whenever a pupil is found to have any defect of vision or hearing, or disease of the eyes or ears, he shall forthwith notify the parent or guardian, in writing, of said defect, with a brief statement thereof. Copies of said reports shall be preserved for the use of the State Superintendent of Public Instruction as he may require.

The State Superintendent of Public Instruction, upon approval of the State Board of Health, may expend during the year nineteen hundred and eight the sum of not greater than four hundred dollars, and annually thereafter a sum of not greater than three hundred dollars, for the purpose of carrying out the provisions of this act. (Acts 1908, page 661)

County Treasurer

108. *Duties of county treasurer as to school funds; his pay.*—The county treasurer shall, in all cases, collect and disburse or invest the funds placed under the control of a county or district school board and all moneys coming into the hands of said boards in accordance with the direction of the board controlling the fund, and, unless otherwise specially provided, shall receive such compensation as the county school board may determine: provided that the same shall not be more than one per centum upon the amount received. For the proper application of all such funds he and his sureties upon his official bond shall be liable. (Code, Sec. 1449)

109. *To provide the commissions that shall be allowed county treasurers upon funds handled by them that are raised by the issuance and sale of county bonds and of school district bonds.*—In all cases where funds are raised by the board of supervisors of the several counties in this State by the issuance and sale of county bonds and of school district bonds that were not otherwise provided by statute, the compensation to be paid to the treasurer of the respective counties for receiving and disbursing the fund derived from such sale shall be one-fourth of one per centum: provided, however, that the compensation of treasurers under this act shall in no case be less than fifteen dollars nor more than two hundred and fifty dollars. (Acts 1908, page 559)

110. *County treasurers to receive and disburse school moneys; to collect school levies and keep separate accounts; their compensation.*—All school moneys to be disbursed in any county shall be received, kept, and disbursed by the county treasurer thereof, subject to similar responsibility as in case of other funds by law committed to him. It shall be his duty also to receive and collect all taxes levied or ordered by the board of supervisors of his county for public free school purposes therein at the same time and in the same manner, and subject to the same provisions, regulations, restrictions, and penalties as are or may be prescribed by law for the receipt and collection of county levies for other and ordinary purposes. He shall keep the district funds in separate accounts from those of the State and county, but his books shall show whence and on what accounts the moneys were severally derived, and by what order, on what account, and to whom the disbursements were made. He shall make disbursements only in pursuance of a warrant, in writing, from the proper authority, in manner and form

as prescribed in this chapter. For receiving, collecting, and disbursing levies imposed for and by counties or school districts, he shall be entitled to the same compensation allowed him by law for receiving, collecting, and disbursing county levies and for other ordinary purposes. In computing commissions for collecting and disbursing all sums levied for county, school, and district purposes, the amounts shall be treated as one sum, and shall not be divided for the purpose of calculating the treasurer's commissions. His compensation for disbursing moneys apportioned to the county from the State funds for public free school purposes shall be a commission of not exceeding one per centum on the amount thereof, to be fixed by the county school board. (Code, Sec. 1515)

111. *When to receive taxes and levies; advertise time and place; penalty on taxpayers after the first day of December; treasurer to call on each taypayer; when they may distrain.*—Each treasurer shall commence to receive the State taxes and county and city levies on or before the first day of July of each year, or as soon thereafter as he may receive copies of the commissioners' books, and continue to receive the same up to the first day of December thereafter; and for this purpose each county treasurer shall advertise for at least ten days at the court-house and at the voting places in the magisterial districts, in such manner as may be necessary to give general publicity thereto, upon what day or days he will be at some convenient public places in each magisterial district to receive taxes and levies; and shall, at the time specified, go to the places so designated and remain there one day or more, at his discretion, for the purpose of receiving the State taxes and county levies, and shall receive the same, and so forth. Any person failing to pay any State taxes or county and city levies to the treasurer by the first day of December shall incur a penalty thereon of five per centum, which shall be added to the amount of taxes or levies due from such taxpayer, which, when collected by the treasurer, shall be accounted for in his settlements.

It shall be the duty of the treasurer, after the first day of December, to call upon each person chargeable with taxes and levies who has not paid the same prior to that time, or upon the agent, if any, of such person resident within the county or corporation, for payment thereof; and upon failure or refusal of such person or agent to pay the same he shall proceed to collect them by distress or otherwise: provided, that should it come to the knowledge of the treasurer that any such person or persons owing such taxes or levies

is moving or contemplating moving from the county or corporation prior to the first day of December, he shall have power to collect the same by distress or otherwise at any time after such said bills shall have come into his hands: provided further, that it shall not be necessary for the treasurer of the county of Henrico to designate or go to any place other than the county court-house in the city of Richmond in order to receive the taxes and levies to be paid to such treasurer. (Code, Sec. 603)

112. *Treasurers to return lists of uncollectible taxes and delinquents.*—The treasurer, after ascertaining which of the taxes and levies assessed in his county or city cannot be collected, shall, not later than the first day of July in each year, make out lists of three classes—to-wit: First, a list of property on the commissioner's land book improperly placed thereon or not ascertainable, with the amount of taxes and levies charged on such property; secondly, a list of other real estate which is delinquent for the non-payment of the taxes and the levies thereon; and thirdly, a list of such of the taxes and levies so assessed other than on real estate as he is unable to collect, except that in the counties of Accomac and Northampton it shall be lawful for the treasurers of said counties to make such lists at any time prior to the first day of December of any year. (Code, Sec. 605)

113. *Compensation of treasurers for receiving and paying over revenue.*—Every treasurer shall be allowed for his services in receiving and paying over the revenues on amounts of twenty-five thousand dollars and less, five per centum, and on amounts in excess of twenty-five thousand dollars, three and one-half per centum, which shall be the entire compensation allowed treasurers in counties and cities in which the revenue exceeds twenty-five thousand dollars: provided, that in counties and cities in which the revenue does not exceed ten thousand dollars he shall, in addition to the five per centum, receive four per centum on all revenues remaining unpaid on December first and collected by him; and in counties and cities in which the revenue exceeds ten thousand and does not exceed fifteen thousand dollars, he shall, in addition to the five per centum, receive three per centum on all the revenues remaining unpaid December first and collected by him: provided further, that the commissions of the city treasurer for collecting and paying over the revenue where the annual collection is in excess of sixty thousand dollars, shall be at the rate of two per centum on such excess: provided further, that where the revenue exceeds

fifteen thousand dollars but is not sufficiently in excess thereof to make the treasurer's compensation as much as it would have been had such revenue been less than fifteen thousand dollars, the treasurer shall be entitled to two per centum commission on all revenues remaining unpaid the first of December and collected by him up to fifteen thousand dollars. (Code, Sec. 613)

114. *Their compensation for receiving and disbursing levies.* The county treasurer shall be allowed for his services in receiving and disbursing the county and school levies, including all moneys collected by order of the county authorities for any purpose, the compensation provided for in the preceding section, and the city treasurer shall be allowed for his services in receiving and disbursing the city and school levies (where he is collector of such levies) the same rate of compensation allowed by the preceding section for receiving and paying over the revenues, except on all amounts over twenty-five thousand dollars, on which such city treasurer shall be allowed three and a half per centum. But upon all funds turned over by any outgoing county treasurer his successor, for receiving and disbursing said funds, shall have not more than two per centum commission. (Code, Sec. 614; Acts 1910, page 160)

115. *To construe how treasurers' commissions paid under sections* 613,614, *and* 1515 *of the Code.*—Be it enacted by the General Assembly of Virginia, That sections six hundred and thirteen, six hundred and fourteen and one thousand five hundred and fifteen of the Code of Virginia, as amended and re-enacted as set forth in the title of this act, be construed as follows:

In computing commissions of the treasurer for receiving and disbursing State revenues under section six hundred and thirteen, such revenues shall be treated as a separate and distinct fund; in computing his commissions for receiving and disbursing the county levies, except those for school purposes, including all moneys collected by order of the county authorities for any purpose under section six hundred and fourteen, such county levies, except those for school purposes, including all moneys collected by order of the county authorities for any purpose, shall be treated as a separate and distinct fund, and in computing his commissions under section one thousand five hundred and fifteen for receiving and disbursing county and district school levies, such levies shall be treated as a separate and distinct fund. (Acts 1912, page 686)

[Note.—The foregoing act—section 115—refers to sections 110, 113, and 114 of school law.]

116. *Treasurer's accounts; how rendered and examined.*—The county treasurer shall, on the first day of December of each year, or within twenty days thereafter, make to the division superintendent of schools, on blanks to be furnished by the Superintendent of Public Instruction, a report showing the amount collected on account of the State, county, and district school levies, respectively, prior to the first day of December of said year on which no penalty is due, and also the balance of each of said levies uncollected and upon which the penalty of five per centum is to be added, and showing the number and amount of warrants on the State, county, and district funds presented for payment from each district, respectively, the number and amount of such warrants paid by the treasurer and the balance of State, county, and district funds on hand, and to what districts due. If any treasurer shall fail to comply with the provisions of this section it shall be the duty of the county school board to impose a fine of not less than one dollar nor more than five dollars a day for each day of such delinquency, the said fine to be deducted from any pay or percentage of such treasurer. The said report shall be verified by the affidavit of the treasurer.

The treasurer of every town constituting a single school district shall perform like duties, be subject to like fines and penalties, and be entitled to the same rate of compensation as the treasurer of a county. (Code, Sec. 1518)

117. *Annual reports of treasurers and clerks of district boards to county board; records and papers.*—It shall be the duty of the county treasurer to furnish, for the use of the county school board at its annual meeting in August, a report for the school year closing next preceding said meeting, showing in detail all transactions pertaining to the receipt and disbursement of school funds for said school year, together with his books, vouchers, or other official papers which contain accounts or evidences of receipts or disbursements; and likewise it shall be the duty of the clerks of the district boards to lay before the county school board, at the annual meeting, their official record and account books, contracts, deeds, and all other official books and papers pertaining to the school business of the year just closed. Upon examination of these records, accounts, or papers, should there appear to have been any delinquency or irregularity in the acts of the treasurer or clerk of the county or district boards, or of any district board, or any member thereof, it shall be the duty of the county school board to cause a minute of the facts

to be made in its records, and to take such other action as the case may require. It shall also be the duty of the county school board to cause all warrants which have been presented and paid by the county treasurer at this settlement to be cancelled by some efficient cancelling device, after which the said warrants shall be delivered to the division superintendent, who shall keep the same on file at least twelve months before destroying them. (Code, Sec. 1484)

118. *Penalty for failure; superintendents to report on delinquent officers.*—Should any county treasurer or clerk of any district school board fail to produce and lay before the county board his books and papers as required by the preceding section, it shall be the duty of the clerk of the county board to enter upon the minutes of that meeting a fine of twenty-five dollars against every such delinquent treasurer or clerk, which amount shall be deducted from the pay or percentage of such officer.

It shall be the duty of the division superintendent, before sending his annual report to the Superintendent of Public Instruction, to examine the books and papers of every such delinquent officer, and to make a special report thereon in connection with his annual report. The county board shall have power to remit the said fine only on the presentation of good and sufficient reasons for so doing, and the resolution remitting said fine shall not be effective unless and until the same shall have been approved by the State Board of Education. (Code, Sec. 1485)

119. *Unexpended school funds; how disposed of.*—All sums of money derived from State funds which are unexpended in any year in any public free school district shall go into the general school fund of the State for redivision next year, unless the State Board of Education direct otherwise; and all sums derived from the county or district funds unexpended in any year shall remain a part of the county or district funds, respectively, for use the next year. But no sums derived from county or district funds shall be subject to redivision outside of the county or district, respectively. (Code, Sec. 1520 or 1521)

120. *Treasurer not to deal in county warrants; remedy for failure to pay warrant.*—No county treasurer or any of his deputies shall, either directly or indirectly, obtain by contract, purchase, barter or exchange, either for himself or any other person, or become the owner, in whole or in part, of any warrant drawn upon the county treasury or payable out of the same; and if any county treasurer or deputy shall so contract for or purchase any

such warrant such treasurer shall not be allowed in his annual settlement the amount of said warrant, or any part thereof, and this shall be in addition to the penalties prescribed in section eight hundred and sixty-six. If any such treasurer fail to pay, upon presentation, any legal warrant, having in his hands at the time funds out of which the same ought to be paid, or fail to set apart necessary funds when the same shall come into his hands for the payment thereof in its order, if listed under section eight hundred and fifty-nine, and to pay over the amount due upon such warrant as soon thereafter as the same may be again presented, the holder thereof may, on motion in his own name, in the circuit court of the treasurer's county, recover from him and his sureties the amount of such warrant, together with damages, after the rate of ten per centum per month on the said amount from the time such treasurer should have paid the same, and the costs of such motion, including an attorney's fee of five dollars. (Code, Sec. 863)

121. *Suits against treasurers.*—For every breach of the condition of the bond of the treasurer of any county or city, either in failing to account for and pay into the treasury all taxes due from him to the State, or to pay over to his successor all moneys required by section eight hundred and sixty-two to be paid to his successor in office when he goes out of office, suit may be brought against such treasurer and his sureties on his official bond in the first case in the circuit court of the city of Richmond for the use of the State, or in the second case in the circuit court of his county or the circuit or corporation court of his city, at the relation of his successor, for the use of the city, county, district, county school board or district school board, as the case may be, or the same, together with damages and costs as prescribed by section eight hundred and sixty-three, may be recovered by motion in said courts. A motion under this section shall be after at least five days' notice, and when on behalf of the Commonwealth shall be in the name of the Commonwealth, and in all other cases in the name of the successor in office of such treasurer. Upon any judgment rendered in such suit or motion a writ of fieri facias may issue, which shall conform in all respects to writs of fieri facias issued under chapter thirty, and be proceeded with in the same manner. (Code, Sec. 865)

122. *When treasurer settles with board of supervisors.*—The treasurers of the several counties of this State shall settle with the board of supervisors and school boards by the first day of October of each year, and shall, on said first of October, exhibit to said

judge and Commonwealth's attorney the cash to balance their accounts, if any is due, with the county levy and the county school fund. If any treasurer fail to produce said cash to balance his said account, then said court shall, after service of rule as prescribed by section three of this act, suspend said treasurer and appoint some competent person to discharge his duties, as provided in section three of this act. (Code, Sec. 786a, sub-sec. 5)

123. *Relief of any county or city treasurer who has lost the school warrant issued to any county or city treasurer.*—Upon the production of satisfactory evidence that the school warrant issued by the Auditor of Public Accounts to any county or city treasurer for any year has been lost, and that the amount of said warrant has been paid in the manner prescribed by law by the treasurer of said county or city, the Auditor of Public Accounts is hereby authorized, upon settlement with said treasurer, to credit him with the amount of said warrant: provided, that the Auditor of Public Accounts shall take from the said treasurer a bond of indemnity of sufficient penalty, with proper security, conditioned to save the Commonwealth harmless by reason of the loss of said warrant. (Code, Sec. 773b)

124. *Limiting the time in which warrants drawn by the supervisors, school boards, and county boards shall be paid.*—No warrant or order drawn on the county treasurer of any county by the board of supervisors, district school board, or circuit court shall be paid by said treasurer unless said warrant or order be presented to be paid and registered in a book, to be kept by the treasurer for that purpose, within two years from date of the drawing of the said warrant. (Code, Sec. 860a)

125. *Ascertaining and publishing a statement of the annual receipts and disbursements of the counties and cities of the Commonwealth.*—The treasurers of the several counties and of the several cities of the Commonwealth shall, not later than the first day of September in each year, file with the Auditor of Public Accounts a detailed statement showing the amount of receipts and disbursements of the county or city, as the case may be, for the preceding fiscal year of the county or city, which detailed statement shall be certified to by the chairman of the board of supervisors or the mayor of the city, and also by the chairman of the school board.

The Auditor of Public Accounts, at the time of publishing his annual report, shall include in that report a table of the detailed

statements required by this act to be filed with him. (Acts 1914, page 484)

126. *To permit city and county school boards to change the depositaries of school funds, to prescribe the methods therefor, and to fix the compensation, duties and responsibilities of such depositaries.*—First. It shall be the duty of the superintendent of schools of any county or city of this Commonwealth whose treasurer fails to pay, upon presentation, any warrant drawn on him for school purposes, to require such treasurer to furnish to the said superintendent, within thirty days thereafter, a statement, under oath, of all moneys in his hands or collected by him for school purposes, whether they be State, county, city, or district funds, and the amount of each of said funds he may have disbursed.

Second. Whenever any county or city treasurer refuses or fails to furnish the statement as required in section one of this act, in the time and manner therein prescribed, or fails to pay, upon presentation, any warrant drawn on him for school purposes, having in hand sufficient funds to pay such warrant, it shall be the duty of the school superintendent of such county or city to notify the school board thereof of such failure; and it shall be the duty of such school board, and they are hereby empowered, to direct that all funds held by the treasurer of the county or city for school purposes, whether they be State, city, county, or district funds, be transferred and paid over by the treasurer of said county or city to such depositary as the said county or city school board may designate. No commission shall be allowed said treasurer for the disbursement of any money he is hereby required to turn over to the depositary.

Third. The county or city school board shall enter on their minutes an order or resolution directing the transfer of funds as provided by the second section of this act, and designate the depositary to which said funds are to be paid, and shall cause a copy of said order or resolution to be delivered to the judge of the county or corporation court, the treasurer of the county or city, and the several district school boards of their county.

Fourth. Such depositary shall reside in the county or city for which he is appointed, and before receiving any money under this act shall enter into bond, with good security, before the county or corporation court of such county or city, or the judge of such court in vacation, in such penalty as shall be prescribed by such

court or judge, which bond shall be payable to the Commonwealth, and with conditions to faithfully account for and pay over all moneys received by such depositary by virtue of his office.

Fifth. Such depositary shall receive the same compensation as is paid to county and city treasurers for disbursing State school funds, and be subject to the same pains and penalties as are now inflicted by law on county or city treasurers, and be recovered before the same courts and in the same manner as the same are recovered of such treasurers. All laws now in force, or hereafter enacted with reference to drawing warrants for school funds on county or city treasurers, the payment of said warrants, making settlements with county or city school boards, rendering statements, paying over funds to depositaries, or in any way affecting the disbursement of funds held by county or city treasurers for school purposes, shall apply to such depositaries in like manner as the same apply to such county and city treasurers.

Sixth. As soon as the bond required of the depositary under the fourth section has been given, the city school board and the several district school boards shall draw warrants on such treasurer for all school funds in his hands, whether State, city, county or district funds, in favor of said depositary, and deliver the same to the depositary. The warrants shall be signed by the president and secretary of such city or district school board and shall be forthwith presented by such depositary for payment to the treasurer of such city or county, who shall pay the same on demand.

Seventh. If any treasurer of any city or county shall fail to pay any such warrant on demand as hereinbefore provided the amount of such warrant, together with damages thereon, after the rate of ten per centum per month and costs, including an attorney's fee of five dollars, may be recovered of him and the sureties on his official bond by said depositary in the manner and before the courts mentioned in sections eight hundred and sixty-three and eight hundred and sixty-five of the Code, or either of said sections. And it shall be the duty of such depositary to take such proceedings to recover the amount of such warrants. (Code, Sec. 1506a)

School Funds

127. *Appropriation of glebe lands and church property.*—The glebe lands and church property, or the proceeds thereof held by the overseers of any county under the act of the twelfth of Jan-

uary, eighteen hundred and two, or under any other act, which may not have been applied to some particular object under a local statute passed for the purpose, shall be appropriated to such object or objects (other than for a religious purpose) as may be voted for in such county (at such time and place as the county court may prescribe) by a majority of the persons entitled to vote in the county for a delegate therefrom to the General Assembly, and if no such object be so voted for, shall remain vested in the said overseers and be appropriated by them for the benefit of the poor of such county. (Code, Sec. 1396)

128. *Glebe lands and church property; in whom vested and how applied.*—All glebe lands and church property, or the proceeds thereof, which may be appropriated under section thirteen hundred and ninety-six, for education in any county, corporation, or school district, shall be vested in the school board of the county or corporation, and when given to a school district shall be vested in the trustees of said school district as a corporate body, and shall be managed and applied by the said school trustees of such districts according to the wishes of the donor, under regulations prescribed by the county or corporation school board. The revenue or income thereof shall be applied, subject to the same penalties and under the same regulations as are prescribed in respect to that portion of the literary fund which is allotted to such county, corporation, or school district. (Code, Sec. 1419)

129. *Validity of gifts, devises, et cetera, for purposes of education.*—Every gift, grant, devise or bequest which, since the second day of April, in the year one thousand eight hundred and thirty-nine, has been, or at any time hereafter shall be, made for literary purposes, or for the education of white persons within this State, and every gift, grant, devise, or bequest which, since the tenth of April, in the year one thousand eight hundred and sixty-five has been, or at any time hereafter shall be, made for literary purposes, or for the education of colored persons within this State, and every gift, grant, devise or bequest hereafter made for charitable purposes, whether made in any case to a body corporate or unincorporated, or to a natural person, shall be as valid as if made to or for the benefit of a certain natural person, except such devises or bequests, if any, as have failed or become void by virtue of the seventh section of the act of assembly passed on the said second of April, eighteen hundred and thirty-nine, entitled an act concerning devises made to

schools, academies, and colleges. Nothing in this section shall be so construed as to give validity to any devise or bequest to or for the use of any unincorporated theological seminary. (Code, Sec. 1420; Acts 1914, page 414)

130. *Fines, and so forth, shall be paid into treasury to credit of literary fund.*—The proceeds of all fines collected for offences committed against the State and directed by section seven of article eight of the Constitution of Virginia to be set apart as a part of a perpetual and permanent literary fund, shall be paid and collected only in lawful money of the United States, and shall be paid into the treasury to the credit of the literary fund, and shall be used for no other purpose whatsoever. (Code, Sec. 743a)

131. *The literary fund.*—There shall be set apart as a permanent and perpetual literary fund the present literary funds of the State, the proceeds of all public lands donated by Congress for public school purposes, of all escheated property, of all waste and unappropriated lands, of all property accruing to the State by forfeiture, and all fines (except where it is otherwise expressly provided) collected for offences committed against the State, donations made for the purpose, and such other sums as the General Assembly may appropriate. The same shall be known as "the literary fund," and shall be invested and managed by the State Board of Education as prescribed by the eleventh subdivision of section fourteen hundred and thirty-three of this chapter [section 7, subsection 11 of School Law]. The principal of the said fund shall always remain unimpaired and entire, and the annual income arising therefrom shall be, and is hereby, dedicated exclusively to the support and maintenance of public free schools in this State. It shall be the duty of the Auditor of Public Accounts annually to pay over, in money, according to the usual forms and general provisions of law, all that portion of the annual revenue of the State which is set apart for public free school purposes.

The proceeds of all fines collected for offences committed against the State and directed by section one hundred and thirty-four of article nine of the Constitution of Virginia to be set apart as a part of a perpetual and permanent literary fund shall be paid and collected only in lawful money of the United States, and shall be paid into the treasury to the credit of the literary fund, and shall be used for no other purpose whatsoever. (Code, Sec. 1505)

132. *Approximate apportionment and disbursement of State*

funds.—The Auditor of Public Accounts, on or before the first day of November of each year, shall make a calculation of the gross amount of all funds applicable to public free school purposes for the ensuing year, which calculation shall be based upon the State taxes assessed for school purposes upon persons, real estate and tangible personal property and the property of public service corporations other than the rolling stock of corporations operating railroads by steam; and the Auditor of Public Accounts shall include in said calculation ten cents on every one hundred dollars of the assessed value of the rolling stock of corporations operating railroads by steam and a like amount on every one hundred dollars of the assessed value of the intangible personal property, and so far as said calculation shall be based upon the land and property books of the several commissioners of the revenue for said year he shall base his calculations upon the commissioners' books of the next preceding year when said books have not been received in time. From the aggregate thus ascertained the Auditor shall deduct as an allowance for delinquents ten per cent of the State tax for public free school purposes upon persons and real estate and upon tangible and intangible personal property, and shall report to the Superintendent of Public Instruction not later than the first day in November of each year the net amount of all funds found to be applicable to public free school purposes for the current year after making the deductions herein provided for as an approximate basis for distribution; whereupon, under the direction of the State Board of Education, there shall be furnished to the Auditor a distributive statement of the amounts due the several counties and cities in the State upon this approximate basis.

Upon receipt of such statement the Auditor shall issue his warrant upon the Treasurer of the State for one-half of the amount each city or county is entitled to receive, payable to the treasurer of such city or county; and on the first day of February following, the Auditor shall issue his warrant upon the Treasurer of the State for the other half of the amount each city or county is entitled to receive, payable to the treasurer of such city or county. (Code, Sec. 1507; Acts 1915, page 137)

133. *Treasurer to pay warrants.*—All warrants drawn by district school boards upon the State school tax fund shall be paid by the county or city treasurer out of any State funds received by him from the Auditor of Public Accounts or the Second Auditor. But

in no case shall he pay out a greater sum for any district than the amount of State school funds apportioned to said district. (Code, Sec. 1509)

134. *County boards to compare warrants.*—At the annual meeting in August in each year the county school boards shall compare the warrants issued by each district board with those paid by the treasurer, and, through the division superintendent of schools, report the result to the Superintendent of Public Instruction. (Code, Sec. 1510)

135. *Distribution of residue of State funds.*—Should there be found, upon the collection of the taxes, an amount greater than the approximate amount hereinbefore provided due to the public free schools of the State for any one year, then the excess due the schools shall be distributed as provided by section fifteen hundred and seven [section 132 of school law], and nothing in the school law shall be construed to interfere with the same. (Code, Sec. 1512)

136. *Of what school funds to consist.*—The funds applicable annually to the establishment, support, and maintenance of public free schools in this State shall consist of—

First. State funds, embracing the annual interest on the literary fund; all appropriations made by the General Assembly for public free school purposes; that portion of the capitation tax provided for in the Constitution to be paid into the State treasury and not returnable to the counties, and such tax on property, not less than one mill nor more than five mills on the dollar, as the General Assembly shall from time to time order to be levied. These funds shall be applied exclusively to the maintenance of primary and grammar schools.

Second. County funds, embracing such tax as shall be levied by the board of supervisors in pursuance of this section, and donations, or the income arising therefrom, or any other funds that may be set apart for district [county] school purposes.

Third. District funds, embracing such tax as shall be levied by the board of supervisors of the county for the purposes of the school district in pursuance of this section; such dog tax as shall be applied to school purposes by the board of supervisors, and donations, or the income arising therefrom, or any other funds that may be set apart for district school purposes.

The board of supervisors of each county, at the regular meeting in April of each year, or as soon thereafter as practicable, or

when the division superintendent of schools shall file with the said board the estimates made by the county and district school boards in accordance with section fourteen hundred and sixty-six of this chapter [section 49 of school law], shall levy a tax of not less than ten nor more than forty cents on the hundred dollars of the assessed value of the real and personal property in the county for the support of the public free schools of the county, and a tax of not less than fifteen nor more than thirty-five cents on the hundred dollars of the assessed value of the real and personal property in any school district for district school purposes: provided, that should the board of supervisors fail to make a levy sufficient to raise the amounts estimated by the county school board as necessary for county and district school purposes, respectively, it shall, upon a petition in writing from the county school board praying for a reference of the question of such increase in the levy as will make it sufficient to raise the said estimated amounts to the qualified voters of the county or of the district, as the case may be, submit the question and the amount of the increase to the qualified voters of the said county for the increase in the county levy, or to the qualified voters of the said district as to the increase in the district levy: provided, however, that the total levy for county and district school purposes shall not exceed fifty cents on the hundred dollars of the assessed value of the taxable property in both the county and the district: provided further, that no such increased levy shall be made unless a majority of the qualified voters voting at the election shall vote in the affirmative. In towns that constitute single school districts the council instead of the board of supervisors may make the levy for district school purposes.

Boards of supervisors may be permitted to make a less rate of levy than the minimum rates of county or district school levies named above in any case by a special order of the State Board of Education if in the judgment of said board the said less rate of levy will produce sufficient funds to provide adequate school facilities in the county or district concerned. (Code, Sec. 1506; Acts 1914, page 474)

137. *Requiring the several county and district school boards of Virginia to make and publish annually a statement of receipts and disbursements, and providing a penalty for failing to do so.*— The several county school boards in Virginia are required to cause to be made out immediately after the annual settlement with the

county treasurer a statement showing the receipts and disbursements of the school funds in each district for the year then ending, which said statement shall be published in some newspaper, if one is published in the county, and printed as a hand-bill, shall be posted at the front door of the county court-house and at the voting place of the clerk of each school district. Said statement shall be made out in the following form for each district:

Name of district.....

RECEIPTS

Total balances on hand from preceding year, $.....
Amount received from State school funds, $.....
Amount received from the county school levy, $.....
Amount received from the district school levy, $.....
Amount received from all other sources, stating sources, $.....

Total receipts and balances, $.....

DISBURSEMENTS

Amount paid school trustees..... $.....
Amount paid county treasurer..... $.....
Amount paid teachers (number of teachers), $.....

Also a statement of any other expenditures not covered in either of the above items, which said statement shall be itemized in the following form:

Amount spent for school-houses..... $.....
Amount spent for furniture for school-houses, $.....
Amount spent for other incidental expenses.. $.....

Total balances on hand..... $.....
Total disbursements and balances..... $.....

It shall be the duty of the division superintendent of schools to see that the said statement is published and posted at the court-

house as aforesaid. It shall be the duty of the clerk of each district board to post said statement at his voting precinct.

The judge of the circuit court, at the session of his court next succeeding the annual settlement of the county and district school boards with the county treasurer, shall, in his discretion, instruct the grand jury to ascertain whether or not the county school board and the division superintendent and district clerks have published and posted the statements herein required, and if the grand jury shall discover that said statements have not been made or have not been published and posted as required by law, then indictments shall be found against each of the officers or trustees who have been delinquent in the performance of their duties as aforesaid, who shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined not less than one dollar nor more than one hundred dollars. (Acts 1908, page 555)

138. *Boards of supervisors to fix and order county and school levies.*—The board of supervisors of each county shall have power, and it shall be their duty, on July first, nineteen hundred and fifteen, or as soon thereafter as practicable, and annually thereafter at its regular meeting in the month of April, or as soon thereafter as practicable—

First. To fix and order county levies. To fix the amount of the county levies for the current year; to order the levy on all property assessed with tax within the county and on the capital invested, used or employed in mercantile business; moneys and credits actively used and employed in carrying on the mercantile business, including goods, wares and merchandise on hand, and all solvent bonds, demands or claims made or contracted in the course of business during the preceding year shall be held to be capital in said mercantile business; to order the levy on the real estate and tangible and intangible personal property of public service corporations based upon the assessment fixed by the State corporation commission, and certified by it to the board of supervisors, both with respect to location and valuation; also to order the levy on all real estate, situated in their respective counties, belonging to any city, town or other municipality, situated outside of said county, which may have been relieved from taxation for State purposes, this act to apply to such real estate as may heretofore have been, or may hereafter be, purchased for the purpose of securing a water supply for said city, town or municipality, which water is a source of revenue to such

city, town or municipality, or purchased for the purpose of protecting the watershed of any stream or streams, the water of which may be used for said purpose; and when such real estate has been relieved of assessment for State taxes and does not show an assessment on the land books of said county for that or the preceding year, then such board of supervisors shall direct the commissioner of the revenue for the revenue district in which the real estate in question is situated, to assess the same for taxation in accordance with the provisions of section five hundred and eight of the Code, omitted taxes, how assessed, and hereafter the assessors appointed under the provisions of section four hundred and thirty-seven of the Code for the purpose of assessing lands and lots shall regularly assess such real estate for taxation for county purposes in accordance with the rule enacted for determining the valuation of real property assessed for State taxation.

Second. To levy school taxes. To levy a tax upon all the property in the county, upon which county levies are laid, sufficient to raise the amount recommended by the county school board in their estimates for county school purposes, or so much thereof as it may allow; and to levy a tax upon such property, in each school district, sufficient to raise the amount recommended by the county school board for district school purposes, or so much thereof as it may allow; but the tax so levied shall not be less than the minimum nor exceed the maximum prescribed in the third subdivision of section fifteen hundred and six. (Code, Sec. 833a; Acts 1915, page 147)

139. *To authorize and require the board of supervisors to levy a sufficient tax in addition to the levy authorized by law to be laid for general district school purposes to pay the interest on and principal of certain bonds as the same shall become due.*—The board of supervisors of any county wherein the board of school trustees in any school district of such county has, prior to the passage of this act, issued bonds under any special act of the General Assembly, be, and is hereby, authorized and required to levy annually a sufficient tax on the property in such school district, in addition to the annual levy authorized by law to be laid for general district school purposes, to pay the interest on and principal of such bonds as the same shall annually accrue or mature; provided, however, that such annual levy shall not exceed the rate of twenty-five cents on the one hundred dollars of the assessed value of such property. (Code, Sec. 834a)

140. *Assessment of school taxes; district taxes to be kept separate; duty of Auditor as to land and property books.*—All taxes imposed for public free school purposes, whether by the State or by or for any county, or by or for any school district, shall be assessed at the same time and in the same manner as are State and county taxes for ordinary purposes; and in any county or district where such tax has been levied by the board of supervisors of the county it shall be the duty of the commissioners of the revenue therein to extend such tax in the copies of their land and property books which they return to the treasury of the county. Where two or more school districts are included in the same commissioner's district it shall be his duty, when he extends the school tax in his land and property books, to keep separate the tax for each school district, indicating by name or number the district wherein the property is taxed. It shall be the duty of the Auditor of Public Accounts to have the land and property books prepared with three columns, one for entering the county school levies, one for entering the district school levies, and the third for entering the name or number of the school district wherein the property is taxed. The said land and property books shall be so ruled as to provide for the proper assessing of all local school taxes, including those on property, et cetera, not assessed with State taxes. (Code, Sec. 1514; Acts 1908, page 553)

141. *Commissioner of revenue to extend levies and taxes; compensation therefor.*—The commissioner shall extend in his land book and book of personal property the total of the county and district levies, or city levies, as the case may be, including the road and school levies, so as to show the aggregate amount of all such levies assessed against each person assessed with State taxes on said books. The commissioner of the revenue shall recapitulate the levies in such form as the Auditor shall prescribe; and for this additional service he shall receive such compensation as the board of supervisors, or council, as the case may be, may deem reasonable; provided, however, that the compensation to be allowed commissioners of the revenue in Botetourt county for this additional service shall not be less than two hundred and fifty dollars to each commissioner. (Code, Sec. 509; Acts 1912, page 212)

142. *License tax on dogs for protection of sheep and other stock; balance on hand to be devoted each year to county school funds or public roads.*—First. It shall be the duty of the commis-

sioners of the revenue in the counties of this State to take annually, at the time of listing the taxable property therein, a list of all dogs over three months old, showing whether male or female, with the name of the owner or person in whose possession the same is found, upon the oath or affirmation of the owner or housekeeper or head of the family with whom or on lot or premises occupied by him, any dog or dogs may be found, as to the number of dogs such person may own or have, or as may be on the lot or premises occupied by him, whether owned by him (or her) or not; and should the commissioner fail or omit to list a dog, it shall be his duty to make a note of it on his books for the next fiscal year, and the owner of said dog shall be chargeable with said tax in addition to any tax he shall then owe, and shall return such lists of dogs to the clerk's office of their respective counties at the time when they return their lists of taxable property. In addition to the fines and penalties and forfeitures as are now incurred by them for neglect of similar duties, under existing law, the commissioner shall be liable to a fine or forfeiture of fifty cents for every wilful or negligent failure to list any dog. The fees for the commissioner of the revenue shall be five cents or each dog listed by him, to be paid out of the funds derived from the license tax on dogs upon the order of the board of supervisors.

Second. That in every case where the owner of the dog fails to pay, by the first day of July next succeeding the return of said lists the license tax provided for in the third section of this act, it shall be the duty of the constable of the district in which said delinquent resides, or, if there be no constable serving in said district, then it shall be the duty of the sheriff, or a deputy sheriff of the county in which the delinquent resides, to kill said dog, for which he shall receive a fee of fifty cents out of the funds hereinafter provided, and to that end the said constable, sheriff, or deputy sheriff shall obtain annually, during the month of July, from the county treasurer, a list of all delinquents under this act in his district, and shall within thirty days after receiving such list kill said dogs, unless the tax on them, together with a fee of twenty-five cents to said constable, sheriff, or deputy sheriff, is forthwith paid, and on his wilful or negligent failure to do so, when practicable, he shall pay a fine of five dollars for each dog he so fails to kill. The constable, or sheriff, or deputy sheriff, shall at the expiration

of the thirty days account to the treasurer of his county for all taxes collected by him under this section.

Third. That when said commissioners of the revenue shall have ascertained the number of dogs, they shall assess a license tax of fifty cents per head on all male dogs and all spayed female dogs, and one dollar per head on all unspayed female dogs, and the said sums so assessed shall be collected and accounted for by the county treasurer as county levies are by law directed to be collected and accounted for, and the treasurer shall keep a separate account of the fund arising from said tax. The said fund shall be, and the same is hereby, appropriated for renumerating the inhabitants of said counties for any loss they may sustain from dogs killing or crippling their sheep, lambs, or any other stock, and for paying for the expenses necessary to carry this act into effect; and any balance remaining on hand for any year shall be appropriated to the county school fund of public schools, or to the public road fund, as the board of supervisors may determine, to be used in accordance with the laws governing the disposition of such funds.

* * * * * * * * * * * *

Twelfth. Provided, however, the provisions of this act shall not apply to any incorporated city or town of this State now or hereafter having a municipal dog tax law, or to any county having a special dog tax law: provided further, that the repeal of any special dog tax law of any county or town in this State now having such special law shall operate to place such county or town under the provisions of this act, with power in the board of supervisors of such county to adjust claims against said county or town under the said special law out of the funds derived from the operations of this act; and the boards of supervisors of the counties, and the councils of the town where there is a special law imposing taxes on dogs, may, by a vote of a majority of the members elected thereto, repeal and set aside such special law, and when so repealed and set aside the provisions of this act shall apply to such counties and towns. (Code, Sec. 501a)

143. *Taxation of shares of stock issued by banks located in counties and cities.*—First. Hereafter each county or city in which any bank, either national or State, is so located, may, subject to the conditions mentioned below, tax all the shares of stock issued by any such bank so located within its limits at the same rate as is assessed

upon other moneyed capital in the hands of individuals residing in such county or city.

Second. That in so taxing said shares the said county or city authorities, respectively, shall follow the mode of assessment and manner of collection prescribed by statute for the collection of State taxes upon said shares.

Third. Whenever any commissioner of the revenue, before closing his assessment rolls or tax lists, shall receive from the cashier of a bank furnishing a list of the holders of bank stock as required by law for the purposes of State taxation, or from the owner of any stock mentioned therein, a certificate of the commissioner of the revenue of the county or city of the State in which the owner of such stock lives, stating that certain shares of the stock mentioned in said list are owned by a resident of that county or city, and that the same have been returned for taxation for that year in such city or county, then the said commissioner of the revenue to whom the said list of the holders of such bank stock has been furnished shall deduct from the aggregate value of the shares set forth in said list the aggregate value of the shares mentioned in said certificate. The shares owned by non-residents of this State shall be taxed only at the place where the bank issuing the shares is located. (Code, Sec. 1040a)*

144. *Taxation of shares of stock issued by banks located in towns.*—Each town in which any bank, either national or State, is located may tax all the shares of stock issued by such bank so located within its limits at the same rate as is assessed upon other moneyed capital in the hands of individuals.

In taxing said shares the said town authorities shall follow the mode of assessment and manner of collection prescribed by statute for the collection of State taxes upon said shares. (Code, Sec. 1040b)*

145. *Assessment of oysters for taxation; collection of tax.*—It shall be the duty of each inspector of oysters, on the first day of October annually, to proceed to assess for taxation for State and county purposes all oysters planted or shells deposited for propagation of oysters in his county or district; he shall go upon and examine said oysters and shells and fix a valuation on the

*Note.—See section 149 (f) of school law.)

same, and make a full and complete list of the names of owners of said oysters and shells, where located, number of bushels of oysters, their value per bushel, giving the aggregate value of the full amount; names of owners of shells deposited, where located, and total value—which list, to be made out in the form to be furnished by the Auditor of Public Accounts and sworn to before a notary public, a magistrate, commissioner in chancery, or clerk of the court, shall be filed on or before the fifteenth day of November in the clerk's office in the county where the inspector resides. If any person consider himself aggrieved by such assessment and valuation, he may apply for correction of the same under the provisions of sections five hundred and sixty-seven and five hundred and sixty-eight of the Code of Virginia providing for the correction of erroneous assessment of taxes. The inspector shall be summoned as a witness when the application is heard by the court. It shall be the duty of the clerk of the county forthwith to extend the amount on the return of the inspector of all taxes to be paid by each person for State, county, and school purposes on the same basis as other personal property is taxed, and the said clerk shall forthwith make out four copies of said assessment and return one on or before the first day of December to the inspector, deliver one copy to the county treasurer, forward the third to the Auditor of Public Accounts, and the fourth to the State Board of Fisheries. The inspector shall on the first day of December of each year proceed to collect said tax so assessed from the parties who are liable for said tax, and shall have all the powers now given to county and city treasurers for the collection of taxes; said inspector shall on May first of each year settle in full with the Auditor of Public Accounts for all State revenue he has received, reporting the amounts so collected to the State Board of Fisheries, to be accounted for in the general oyster fund of the State; and also settle with the board of supervisors of each county and pay over to the treasurer of said county all money collected for county purposes when said board shall so order. The full compensation for the assessment of the property and the collecting of the taxes shall be ten per centum on full amount collected. The clerk shall be paid for his services as provided for in this section out of the amount of the county tax turned over by said inspector such sum as may be fixed by the board of supervisors. Any inspector or clerk failing to discharge any duty imposed by this section shall be fined not

less than twenty nor more than one hundred dollars. (Code, Sec. 2140a)

146. *To protect the owners of timber and logs from depredation; proceeds of sales to go into school funds.*—First. Every person, firm, or corporation dealing in logs or timber in any form to be floated on the streams of this State shall be called and known as timber dealers, and as such may adopt a brand or trade mark in the manner and with the effect hereinafter provided.

* * * * * * * * * * *

Seventh. Every person who shall take, catch, hold, or have in his possession any log or other marketable timber not branded as aforesaid without the written consent of the owner thereof shall, within ten days after catching, taking up, or getting possession of the same as aforesaid report the same in writing to the county clerk of the county in which said person resides, and thirty days after such report is received the sheriff of said county shall sell the same publicly at the court-house door on the first day of a county court in said county, of which notice shall be given by said sheriff for at least ten days by written or printed notices posted at the front door of said court-house, or near thereto, and at one or more public places in said county. Any person owning said logs or timber may, however, recover the same, satisfying the sheriff that he is entitled to it, or by action of detinue, as provided by law. Said sale shall be made for cash and the proceeds, when collected, after paying the expenses of sale, including a fee of twenty-five cents for each log or piece of timber so sold, shall be paid to the treasurer of the county for the benefit of the public schools of the district in which the party reporting the same shall at that time reside. Any person failing to report to said clerk as aforesaid or to turn over said log or other timber to said sheriff, or any sheriff failing or refusing to advertise and sell such log or timber as aforesaid, shall be guilty of a misdemeanor and fined not less than ten nor more than one hundred dollars for each offence. (Code, Sec. 1906c)

147. *What real estate exempt from taxation.*—The following real estate, and no other, shall be exempt from taxation, State and local:

(a) Real estate directly or indirectly owned by the State, however held, and real estate lawfully owned and held by counties, cities, towns, or school districts used wholly and exclusively for county, city, town, or public school purposes.

(b) Buildings with land they actually occupy lawfully owned and held by churches or religious bodies and wholly and exclusively used for religious worship, or for the residence of the minister of any such church or religious body, together with the additional adjacent land reasonably necessary for the convenient use of any such building.

(c) Private family burying-grounds not exceeding one acre in area, reserved as such by will or deed, or shown by other sufficient evidence to be reserved as such and so exclusively used, and public burying-grounds, and lots therein exclusively used for burial purposes and not conducted for profit, whether owned or managed by local authorities or by private corporations.

(d) Buildings with the land they actually occupy, wholly devoted to educational purposes, belonging to and actually and exclusively occupied and used by churches, public libraries, incorporated colleges, academies, industrial schools, seminaries or other incorporated institutions of learning, including the Virginia Historical Society, which are not corporations having shares of stock or otherwise owned by individuals or other corporations, together with such additional adjacent land owned by said churches, libraries, and educational institutions as may be reasonably necessary for the convenient use of such buildings, respectively; and also the buildings thereon used as residences by the officers or instructors of such educational institutions: provided, that such libraries and educational institutions are not conducted for profit of any person or persons, natural or corporate, directly or under any guise or pretense whatsoever. But the exemption mentioned in this subsection shall not apply to any industrial school, individual or corporate, not the property of the State, which does work for compensation or manufactures and sells articles in the community in which such school is located: provided, that nothing herein contained shall restrict any such school from doing work for or selling its own products or any other articles to any of its students or employees.

(e) Real estate belonging to, actually and exclusively occupied and used by young men's christian associations and other similar religious associations, orphan or other asylums, reformatories, hospitals, and nunneries which are not conducted for profit but purely and completely as charities.

(f) Buildings, with the land they actually occupy, belonging to any benevolent or charitable association and used exclusively for

lodge purposes or meeting rooms by such association, together with such additional adjacent land as may be necessary for the convenient use of the buildings for such purposes; and

(g) Real estate belonging to the Association for the Preservation of Virginia Antiquities, the Confederate Memorial Literary Society, and the Mount Vernon Ladies' Association of the Union.

No inheritance tax shall be charged, directly or indirectly against any legacy or devise made according to law for the benefit of any institution or other body or any natural or corporate person whose property is exempt from taxation as mentioned in this chapter.

Nothing contained in this chapter shall be construed to exempt from taxation the property of any person, firm, association, or corporation who shall, expressly or impliedly, directly or indirectly, contract or promise to pay any sum of money or other benefit on account of death, sickness, or accident to any of its members or any other persons; and whenever any building or land, or part thereof, mentioned in this section and not belonging to the State, shall be leased or shall be a source of revenue or profit, all of such buildings and land shall be liable to taxation as other land and buildings in the same county, city, or town; and nothing herein contained shall be construed as authorizing or requiring any county, city, or town to tax for county, city, or town purposes, in violation of the rights of the lessees thereof existing under any lawful contract heretofore made, any real estate owned by such county, city, or town, and heretofore leased by it. (Code, Sec. 457)

148. *What personal property is exempt from taxation.*—The following personal property and no other shall be exempt from taxation, State and local:

(a) Property directly or indirectly owned by the State, however held, and property lawfully owned and held by the counties, cities, towns, or school districts used wholly and exclusively for county, city, town, or public school purposes, and obligations issued by the State since the fourteenth day of February, eighteen hundred and eighty-two, or hereafter exempted by law.

(b) The furniture and furnishings of buildings lawfully owned and held by churches or religious bodies and wholly and exclusively used for religious worship or for the residence of the minister of any such church or religious body.

(c) The furniture, furnishing, books, and instruments contained in buildings wholly devoted to educational purposes, belonging to, and actually and exclusively used by churches, public libraries, incorporated colleges, academies, industrial schools, seminaries, or other incorporated institutions of learning, including the Virginia Historical Society, which are not corporations having shares of stock or otherwise owned by individuals or other corporations; and also the permanent endowment funds held by such libraries and educational institutions, directly or in trust and not invested in real estate: provided, that such libraries and educational institutions are not conducted for profit of any person or persons, natural or corporate, directly or under any guise or pretense whatsoever. But the exemption mentioned in this subsection shall not apply to any industrial school, individual or corporate, not the property of the State, which does work for compensation or manufactures and sells articles in the community in which such school is located: provided, that nothing herein contained shall restrict any such school from doing work for or selling its own products or any other articles to any of its students or employees.

(d) Personal property, including endowment funds, not invested in real estate, belonging to young men's christian associations and other similar religious associations, orphan or other asylums, reformatories, hospitals, and nunneries, which are not conducted for profit but purely and completely as charities.

(e) The furniture and furnishings of buildings belonging to any benevolent or charitable association and used exclusively for lodge purposes or meeting rooms by such association.

(f) Personal property belonging to the Association for the Preservation of Virginia Antiquities, the Confederate Memorial Literary Society, and the Mount Vernon Ladies' Association of the Union. (Code, Sec. 488)

149. *State school taxes.*—The statutes provide in part as follows:

(a) Real estate, ground rents, and rent charge.—On all tracts of lands and lots, and the improvements thereon, not exempt from taxation, ground rents and rent charge, there shall be a tax of ten cents on every hundred dollars of the assessed value thereof, which shall be applied to the support of the public free schools of the State. (Code, page 2191, cl. 2; Acts 1915, page 119, sec. 1.)

(b) Capitation.—Upon every male person who has attained

the age of twenty-one years, except those pensioned by the State for military services, there shall be a tax of one dollar and fifty cents, of which one dollar shall be for aid of the public free schools, and fifty cents shall be returned and paid into the treasury of the county or city in which it shall have been collected. (Code, page 2192, cl. 5)

(c) Tangible personal property.—On all taxable tangible personal property (except rolling stock of corporations operating railroads by steam) there shall be a tax of ten cents on every hundred dollars of the assessed value thereof, which shall be applied to the support of the public free schools of the State. (Code, page 2193, cl. 7; Acts 1915, page 119, sec. 1)

(d) Intangible personal property.—From and out of the tax on all such property [that is, taxable intangible personal property] paid to and retained by the State for the expenses of the State government, there shall be set aside ten cents on every hundred dollars of the assessed value thereof which shall be applied to the support of the public free schools of this State. (Acts 1915, page 160, sec. 9)

(e) Money.—The total rate of such segregated taxation on such money on deposit or otherwise shall be twenty cents on the one hundred dollars, one-half of which shall be applied to the support of the government, and one-half of which shall be applied to the support of the public free schools of the State. The ten cents to be applied to the public free schools shall be and is hereby appropriated as a special fund to the primary or grammar schools of the State. (Acts 1914, page 6, sec. 2)

(f) Banks, etc.—No tax shall be assessed upon the capital of any bank or banking association organized under the authority of this State or of the United States, nor upon capital of any trust or security company chartered by this State, but the stockholders in such banks, banking associations, trust and security companies shall be assessed and taxed on their shares of stock therein. Each bank, banking association, trust and security company aforesaid, on the first day of February in each year, shall make up and return to the commissioner of the revenue of the county, city or town, or district in which said bank, banking association, trust or security company is located, a report in which shall be given the names and residences of all of its stockholders, the number and actual value of the shares of stock held by each stockholder. From the total value of the shares

of stock of any such bank, banking association, trust or security company, which shall be ascertained by adding together its capital, surplus and undivided profits, there shall be deducted the assessed value of its real estate otherwise taxed in this State, or if the title to the building in which any such bank, banking association, trust or security company does its business, and the land on which it stands, is held in the name of a separate corporation, in which such bank, banking association, trust or security company owns all or a majority of the stock, and such real estate be otherwise taxed in this State, then there shall be deducted from the value of the shares of stock of such bank such proportion of the assessed value of said real estate as the stock it owns in such holding corporation bears to the whole issue of stock in such corporation; and the actual value of each share of stock shall be its proportion of the remainder. The owners of the shares of stock of such banks, banking associations, trust or security companies, shall be entitled to no deduction from the taxable value of their shares because of the personal indebtedness of such owners, or for any other reason whatsoever. * * * * (Acts 1915, page 209, sec. 17)

It shall be the duty of said commissioner of the revenue, as soon as he receives such report, to assess each stockholder upon such actual value of the shares of stock owned by him a State tax of thirty-five cents on every one hundred dollars thereof, of which twenty-five cents shall be applied to the governmental expenses of the State, and ten cents thereof shall be applied to the support of the public free schools of the State as provided by law. (Acts 1915, page 209, sec. 18)

Each bank, banking association, trust and security company, on or before the first day of June in each year, shall pay into the State treasury and to the treasurers of the several counties, cities, and towns, respectively, the taxes assessed against its stockholders. (Acts 1915, page 209, sec. 19)

The real estate of all banks, banking associations, trust and security companies shall be assessed on the land books of the commissioners of the revenue with the same taxes with which other real estate is assessed. [Ten cents on the hundred dollars of assessed value is the State tax for support of the public free schools.] (Acts 1915, page 209, sec. 22)

(g) Insurance companies, etc.—The real estate and tangible personal property, situated or located in this State, of every person,

partnership, company or corporation, whether organized by the laws of another State or country, or organized under the laws of this State, and doing an insurance business in this State, shall be listed and assessed on the land and property books of the commissioners of the revenue in the same manner as other real estate and tangible personal property is assessed, and shall be taxed at the same rate as other like property is taxed in this State. [Ten cents on the hundred dollars of assessed value is the State tax for support of the public free schools.] (Acts 1915, page 106, sec. 26)

(h) Industrial sick benefit companies and associations.—Real estate and tangible personal property to be listed and assessed on the land and property books of the commissioners of the revenue in the same manner as other real estate and tangible personal property is assessed, and taxed at the same rate as other like property is taxed. [Ten cents on the hundred dollars of assessed value is the State tax for support of the public free schools.] (Acts 1915, page 153, sec. 5)

(i) Railway and canal corporations.—The State tax on the real estate, rolling stock (other than the rolling stock of corporations operating railroads by steam) and tangible personal property of every railway and canal corporation, shall be at the rate of ten cents on every hundred dollars assessed value thereof, the proceeds of which shall be applied to the support of the public free schools of this State. (Acts 1915, page 197, sec. 28, para. 5)

It shall be the duty of the clerk of the State Corporation Commission to furnish to the council of every city and town and to the board of supervisors of every county, and to the treasurer of every county and city, wherein any property belonging to such corporation is situated, a certified copy of the assessment made by the State Corporation Commission of such corporation's property, which shall definitely show the character of the property, its value and location for purposes of taxation in each county, city, town, and school district, so that county, city, town, and school district levies may be laid upon the same; provided, however, that it shall be the duty of the division superintendent of schools in each county in which a railway or canal is located and operated to furnish, on or before the first of July in each year, to such railway or canal corporation or corporations, the boundaries of each school district of said county in which any part of such railway or canal and its property is situated, and a copy of such boundaries to the clerk of the State Corpo-

ration Commission. Wherever any division superintendent of schools shall fail to furnish to such railway or canal corporation or corporations and the clerk of the State Corporation Commission, the boundaries of each school district of said county in which any part of such railway or canal and its property is situated, it shall be the duty of the clerk of the State Corporation Commission to notify the judge of the Circuit Court of the county wherein such superintendent of schools resides, who shall instruct the grand jury at the next term of the Circuit Court to ascertain whether such boundaries have been furnished as required in this act, and should said grand jury ascertain that such boundaries have not been furnished, they shall find an indictment against each such division superintendent of schools, who shall be deemed guilty of a misdemeanor, and upon conviction thereof, shall be fined not less than twenty-five dollars nor more than one hundred dollars for each school district so omitted. (Acts 1915, page 197; sec. 27, sub-div. "Ninth," para. 6)

(j) Express companies, refrigerator, oil, stock, fruit, and other car loaning and other car companies operating upon the railroads in this State, except sleeping car, dining car, drawing room car and palace car companies.—The State tax on the real estate and tangible personal property of every such company shall be at the rate of ten cents on every one hundred dollars assessed value thereof the proceeds of which shall be applied to the support of the public free schools of this State. (Acts 1915, page 197; sec. 29½, sub-div. d)

It shall be the duty of the clerk of the State Corporation Commission to furnish to the council of every city and town and to the board of supervisors of every county wherein the property belonging to said company is situated a certified copy of the assessment made by the State Corporation Commission of such companies' property, which assessment shall definitely show the character of the property, its value and location for the purpose of taxation in each city, town, county and district, so that city, town, county and district levies may be imposed upon the same; provided, however, that it shall be the duty of the division superintendent of schools in each such county in which any express company, refrigerator, oil, stock, fruit, and other car loaning, and other car companies own property, on or before the first day of July in each year to furnish to such companies the boundaries of the school districts of said county

wherein any such property is situated. (Acts 1915, page 197; sec. 29, 4th para. fol. d)

(k) Corporations which operate steamships, steamboats or other floating property for the transportation of passengers or freight.—The State tax on the real estate and tangible personal property of every such company shall be at the rate of ten cents on every one hundred dollars assessed value thereof, the proceeds of which shall be applied to the support of the public free schools of this State. * * * (Acts 1915, page 197; sec. 31, para. 4)

It shall be the duty of the clerk of the State Corporation Commission to furnish to the council of every city and town, and to the board of supervisors of every county wherein the property belonging to said corporation is situated, a certified copy of the assessment made by the State Corporation Commission of such corporation's property, which assessment shall definitely show the character of the property, its value and location, for the purpose of taxation in each city, town, county and district, so that city, town, county, and district levies may be imposed upon the same; provided, however, that it shall be the duty of the division superintendent of schools in each such county in which any such corporations owns property, on or before the first day of July in each year, to furnish to each such corporation the boundaries of the school districts of said county wherein any such property is situated. (Acts 1915, page 197; sec. 30, para. 5, fol. a)

(l) Incorporated telegraph and telephone companies.—The State tax on the real estate and tangible personal property of every incorporated telegraph and telephone company owning or operating telegraph or telephone lines in this State shall be at the rate of ten cents on every one hundred dollars assessed value thereof, the proceeds of which shall be applied to the support of the public free schools of this State. (Acts 1915, page 197; sec. 35, para. 4)

It shall be the duty of the State Corporation Commission to furnish to the council of every corporation and to the board of supervisors of every county, and to every city and county treasurer wherein any property belonging to any such corporation is situated a certified copy of the assessment made by the State Corporation Commission of such company's property, which assessment shall definitely show the character of the property, its value and the location for the purposes of taxation in each city, town, county and

district, so that city, town, county, district and road levies may be imposed upon the same.

It shall be the duty of the division superintendent of schools in each county in which any such telegraph or telephone company operating a telegraph or telephone line owns property, on or before the first day of July of each year, to furnish such telegraph or telephone company and the clerk of the State Corporation Commission, the boundaries of the school districts of said county wherein any such property is situated.

It shall be the duty of the judge of the Circuit Court for each county, at the next term of said court after the first day of July in each year, to instruct the grand jury to inquire into and ascertain whether or not the division superintendent of schools has furnished the boundaries of each school district to such telegraph and telephone companies operating in said county and to the clerk of the Corporation Commission. If the grand jury shall find that the division superintendent of schools has not furnished the boundaries of such school districts as herein provided, indictments shall be found against him for a misdemeanor, and, upon conviction thereof, he shall be fined not less than twenty-five nor more than one hundred dollars for each school district so omitted. (Acts 1915, page 197; sec. 34, para. 4, 5, 6 fol. 4)

(m) Water or heat, light and power companies.—The real and personal property of such corporation, other than its franchise, shall be assessed on the valuation fixed by the State Corporation Commission with county, city, town, district, and road levies, at the same rate as real and personal property of natural persons are assessed with such levies. [Ten cents on the hundred dollars of assessed value is the State tax for support of the public free schools.] (Acts 1912, page 664; sec. 7)

It shall be the duty of the clerk of the State Corporation Commission to furnish to the council of every city and town and to the board of supervisors of every district wherein any property belonging to such corporation is situated a certified copy of the assessment made by the State Corporation Commission of such company's property, which assessment shall definitely show the character of the property, its value and location for the purpose of taxation, in each city, town, county, and district, so that city, town, county, and district levies may be imposed upon the same; provided, however, that it shall be the duty of the county superintendent of schools in each

county in which any such corporation set forth in this act does business or owns property, on or before the first day of July of each year, to furnish each such corporation the boundaries of the school districts of the said county wherein any such property is situated or business done. (Acts 1910, page 90)

NOTE.—*Segregation of the several kinds and classes of property for the purposes of taxation.*—By chapter 85, page 119, Acts of Assembly, 1915, the State has segregated for the purposes of taxation the several kinds and classes of property, determining upon what subjects State taxes, and upon what subjects local taxes, may be levied. Under this act all taxable real estate, and all taxable tangible personal property enumerated in section 6 in schedule "B" of the act to raise revenue for the support of the government and public schools, etc.; also the tangible personal property of public service corporations (except rolling stock of corporations operating railroads by steam) are segregated and made subject to *local* taxation only. The act provides, however, "that there shall be continued for the year nineteen hundred and fifteen and until otherwise changed by law, the present *State school tax* of ten cents on every one hundred dollars of the assessed value of said real estate and tangible personal property, which tax shall be applied to the support of the public free schools for the equal benefit of all of the people of the State and to be apportioned on a basis of school population."

This act further provides that "all insurance taxes and licenses on insurance companies and all taxable intangible personal property, rolling stock of all corporations operating railroads by steam, and all other classes of property not hereinbefore specifically enumerated in this act, be and the same are hereby segregated and made subject to State taxation only; provided that nothing herein contained shall prevent any city from levying a tax upon said segregated intangible personal property assessed to the residents therein at a rate not to exceed thirty cents upon the one hundred dollars of assessed valuation thereof; nor to prevent the boards of supervisors of any county from levying a district road tax on all said segregated intangible personal property assessed to the residents in the magisterial district proposed to be taxed for district purposes to be used exclusively for the construction and repair of roads located within the magisterial district in which said levy is laid at a rate not to exceed thirty cents on the one hundred dollars of assessed valuation thereof (but this clause shall not be construed to authorize the board of supervisors of any county to levy such tax against the residents of an incorporated town which maintains its own roads, which town is located within such magisterial district), nor to prevent any incorporated town in this State which is exempt by statute or by the express provisions of its charter from the payment of district road taxes, or which maintains its own roads free of expense to the magisterial district in which it is located, from levying and collecting a tax on all said segregated intangible personal property assessed to residents therein at a rate not to exceed thirty cents on the hundred dollars of assessed valuation thereof; except that the capital of merchants shall not be subject to State taxation, but may be taxed locally as prescribed by law; and the shares of stock of banks, banking associations, and other institutions enumerated in section seventeen in schedule "D" of the act aforesaid, which shares of stock shall be taxed as provided by law."

Chapter 99, page 136, Acts of Assembly, 1915, authorizes boards of supervisors of counties and councils of cities and towns to adopt the State classification of the subjects of taxation as the same may now or hereafter be classified for the purposes of taxation by the State.

150. *School taxes to be separately assessed and paid in money.* All taxes assessed on property, real or personal, by this act, and by it dedicated to the maintenance of the public free schools of this State, shall be paid and collected only in lawful money of the United States, and shall be paid into the treasury to the credit of the free school fund, and shall be used for no other purposes whatsoever. And to this end the Auditor of Public Accounts shall have the books of the commissioners of the revenue prepared with reference to the separate assessments and collection of said school tax, and the treasurers of the several counties and cities of the Commonwealth shall have the tax bills in their respective counties and cities so made out as to specify the amount of tax due from each taxpayer to the said public free school fund, including the capitation tax and school taxes of whatever kind or nature, and to keep said capitation tax and school taxes separate and distinct from all other taxes or revenues so collected by him, and forward the same thus separate and distinct to the Auditor of Public Accounts, which shall be kept separate and distinct by him from all other taxes or revenues until paid the public free schools. (Code, page 2266, cl. 145)

151. *Appropriations by General Assembly to schools.*—For the fiscal year closing on the twenty-eighth day of February, nineteen hundred and fifteen—

Such sum as will be sufficient to pay the Superintendent of Public Instruction thirty-five hundred dollars, salary, and his necessary traveling expenses while engaged in the duties of his office (to be approved by the Board of Education), not to exceed in the aggregate seven hundred dollars in one year.

For expenses incident upon the meeting of the National Education Association in Richmond, three hundred dollars, or as much thereof as may be necessary.

Public Schools.—Such sums as will be sufficient to pay the amount required by section fifteen hundred and seven of the Code of Virginia, as amended, to be applied to the support of the public free schools, estimated at the sum of one million three hundred and eight thousand seven hundred and forty dollars and eighty-three cents, and such additional sums as may accrue under the law; and the further sum of five hundred and eighty thousand dollars, this latter sum to be turned over to the State Board of Education, and by that board apportioned as prescribed by the Constitution to the public free schools of the several counties and cities of the Commonwealth, except, however, forty thousand dollars, or so much thereof

as may be necessary, which the State Board is authorized to expend in the maintenance of summer normal institutes, provided that no officer or teacher in the public school system or any of the State institutions who may be employed by the calendar year shall receive pay both as an officer or instructor in a summer normal institute and as an officer or teacher in the public school system, or in a State institution as aforesaid, for the time he is employed as a summer school officer or instructor, but he shall elect the capacity in which he will be paid during the time that he serves as a summer school officer or instructor; and, provided, further, that no Virginia teacher shall be charged tuition in said summer normal institutes.

From the sum turned over to the State Board of Education, as aforesaid, shall also be excepted the sum of one thousand dollars, or so much thereof as may be necessary, which the State Board is authorized to expend in the maintenance of the public free school at the Laurel Reformatory; the sum of six hundred dollars, or so much thereof as may be necessary, which the State Board of Education is authorized to expend in the maintenance of the public free school at the negro reformatory in Hanover county; and the further sum of six hundred dollars, or so much thereof as may be necessary, which the State Board is authorized to expend in the maintenance of the public free school at the Virginia home and industrial school for girls, in Chesterfield county, upon the same terms and conditions as the money is expended at the two reformatories above mentioned.

And the further sum of two thousand dollars, or so much thereof as may be necessary, which the State Board of Education is authorized to expend for rent of offices which are rendered necessary by the crowded condition of the capitol building.

There shall also be excepted from the sum to be turned over to the State Board of Education, as aforesaid, the sum of seventy-five thousand dollars, or so much thereof as may be necessary, to be used under the rules and regulations of the State Board of Education for the establishment and maintenance of the rural graded schools of two, three, and four rooms; provided, that no such school shall receive more than two hundred dollars, and any school receiving aid from this fund shall not receive aid from the high school fund. There shall also be excepted from the sum to be turned over to the State Board of Education, as aforesaid, the sum of two hundred thousand dollars, or so much thereof as may be necessary, to be used under the rules and regulations of the State Board of Ed-

ucation for the maintenance and development of rural schools of one and two rooms, the said sum to be used especially for the purpose of increasing the length of term in said schools in a statewide effort to provide proper school facilities for remote and needy communities.

For high schools, to be expended as per act creating public high schools, one hundred thousand dollars; provided, that so much of the seven hundred thousand dollars, herein provided for the support of the public and high schools, as may be necessary, not to exceed thirty-two thousand dollars, shall be devoted to the establishment and support of departments of agriculture, domestic economy, and manual training in at least one high school in each congressional district of the State, to be conducted under such rules and regulations as the State Board of Education may prescribe.

For normal instruction in high schools, twenty thousand dollars (chapter sixty-seven, Acts of nineteen hundred and eight).

For libraries in public schools in cities, towns, and rural districts, three thousand dollars (chapter three hundred and sixteen, Acts nineteen hundred and eight).

For school teachers' pension fund, as provided by Acts of nineteen hundred and ten, five thousand dollars.

For the fiscal year closing on the twenty-ninth day of February, nineteen hundred and sixteen—

Such sum as will be sufficient to pay the Superintendent of Public Instruction thirty-five hundred dollars, salary, and his necessary traveling expenses while engaged in the duties of his office (to be approved by the Board of Education), not to exceed in the aggregate seven hundred dollars in one year.

Public schools.—Such sums as will be sufficient to pay the amount required by section fifteen hundred and seven of the Code of Virginia, as amended, to be applied to the support of the public free schools, estimated at the sum of one million three hundred and eight thousand seven hundred and forty dollars and eighty-three cents, and such additional sums as may accrue under the law.

And the further sum of five hundred and eighty thousand dollars, this latter sum to be turned over to the State Board of Education, and by that board apportioned as prescribed by the Constitution to the public free schools of the several counties and cities of the Commonwealth, except, however, forty thousand dollars, or so much thereof as may be necessary, which the State Board is au-

thorized to expend in the maintenance of summer normal institutes, provided that no officer or teacher in the public school system or any of the State institutions who may be employed by the calendar year shall receive pay both as an officer or instructor in a summer normal institute and as an officer or teacher in the public school system or in a State institution, as aforesaid, for the time he is employed as a summer school officer or instructor, but he shall elect the capacity in which he will be paid during the time that he serves as a summer school officer or instructor; and provided, further, that no Virginia teacher shall be charged tuition in said summer normal intitutes.

From the sum turned over to the State Board of Education, as aforesaid, shall also be excepted the sum of one thousand dollars, or so much thereof as may be necessary, which the State Board is authorized to expend in the maintenance of the public free school at the Laurel Reformatory; the sum of six hundred dollars, or so much thereof as may be necessary, which the State Board of Education is authorized to expend in the maintenance of the public free school at the negro reformatory in Hanover county; and the further sum of six hundred dollars, or so much thereof as may be necessary, which the State Board is authorized to expend in the maintenance of the public free school at the Virginia home and industrial school for girls, in Chesterfield county, upon the same terms and conditions as the money is expended at the two reformatories above mentioned.

And the further sum of two thousand dollars, or so much thereof as may be necessary, which the State Board of Education is authorized to expend for rent of offices which are rendered necessary by the crowded condition of the capitol building.

There shall also be excepted from the sum to be turned over to the State Board of Education, as aforesaid, the sum of seventy-five thousand dollars, or so much thereof as may be necessary, to be used under the rules and regulations of the State Board of Education for the establishment and maintenance of the rural graded schools of two, three, and four rooms; provided that no such school shall receive more than two hundred dollars, and any school receiving aid from this fund shall not receive aid from the high school fund.

There shall also be excepted from the sum to be turned over to the State Board of Education, as aforesaid, the sum of two hundred thousand dollars, or so much thereof as may be necessary, to

be used under the rules and regulations of the State Board of Education, for the maintenance and development of rural schools of one and two rooms, the said sum to be used especially for the purpose of increasing the length of term in said schools in a statewide effort to provide proper school facilities for remote and needy communities.

For high schools, to be expended as per act creating public high schools, one hundred thousand dollars; provided, that so much of the seven hundred thousand dollars, herein provided for the support of the public and high schools, as may be necessary, not to exceed thirty-two thousand dollars, shall be devoted to the establishment and support of departments of agriculture, domestic economy, and manual training in at least one high school in each congressional district of the State, to be conducted under such rules and regulations as the State Board of Education may prescribe.

For normal instruction in high schools, twenty thousand dollars (chapter sixty-seven, Acts of nineteen hundred and eight).

For libraries in public schools in cities, towns, and rural districts, three thousand dollars (chapter three hundred and sixteen, Acts nineteen hundred and eight).

For school teachers' pension fund, as provided by Acts of nineteen hundred and ten, five thousand dollars. (Acts 1914, page 314)

152. *Students' Loan Fund.*—The State Normal Schools for Women at Farmville, Harrisonburg, Fredericksburg, and Radford, the Virginia Agricultural and Mechanical College and Polytechnic Institute, the Virginia Military Institute, the University of Virginia, and William and Mary College, may each draw from the treasury of the State, from funds not otherwise appropriated, in addition to the sum appropriated for the support of each of these institutions, annually a sum not to exceed one per centum of such year's appropriation to said institution for support, which sum shall be used for the establishment of a State students' loan fund at each of the said institutions, respectively.

2. Each of the said institutions shall, upon such terms and according to such rules as may be prescribed by their respective boards of trustees or visitors, make loans from the said State students' loan fund to needy and deserving students of talent and character from Virginia in the academic departments at said institution for the purpose of aiding those to obtain an education at such institution who might not be able otherwise to do so.

3. The said loans shall not exceed one hundred dollars ($100) in any one session to the same student and shall be made to said students upon such terms as to time and security as the authorities of the respective institutions shall determine in each case: provided, that the rate of interest charged students on such loans shall be four per centum per annum.

4. The said State students' loan fund shall be preserved from depletion by the said institutions, and, together with the repayments and accretions thereto, shall be held and used for the purposes specified in this act and no other, and each of the said institutions shall annually, not later than July in each year thereafter, file in the office of the State Superintendent of Public Instruction a statement in detail showing for the year past the amount received by said fund, the loans made, to whom made and upon what terms, the amount of the corpus of said fund, the amounts repaid to said fund and from whom, and any other information deemed pertinent by the institution so reporting or which may have been requested by the Superintendent of Public Instruction. (Acts 1908, page 430; Acts 1914, pages 335 and 360)

School Libraries

153. *Loan of traveling libraries to schools.*—Be it enacted by the General Assembly of Virginia, That the following named sums of money be, and the same are hereby, appropriated out of any moneys in the treasury not otherwise appropriated, for the following purposes and subject to the following restrictions and conditions, to-wit:

* * * * * * * * * * * *

*Seven thousand five hundred dollars to establish a system of traveling libraries. This system of libraries shall be under the direct supervision and control of the library board of the Virginia State library, but in the selection of the books for the school libraries the list adopted must be approved jointly by the library board and the State Board of Education.

The books purchased for traveling libraries may be loaned to any public school in Virginia under such rules as may be prescribed

*Note.—Appropriation for "salaries of such other assistants," etc., and for traveling libraries, seven thousand dollars. (Acts 1914, pages 319 and 344)

by the library board: provided, that not more than five thousand dollars shall be expended during the fiscal year ending March first, nineteen hundred and seven. (Acts 1906, pp. 209-211)

154. *The establishment of libraries in the rural and city public schools.*—Whenever the patrons and friends of any public free school shall raise by private subscription and tender to the clerk of the district or city school board, for the establishment of a library to be connected with the said school, the sum of fifteen dollars, the school board shall appropriate the sum of fifteen dollars for this purpose, and shall appoint one intelligent person in the school district, or city, the manager of said library. The district board shall also appoint one competent person well versed in books to select books for the libraries that may be established under the provisions of this act from lists of books approved by the State Board of Education and at such prices and under such rules and regulations as may be prescribed by said Board of Education; provided, that no school board shall be obliged to appropriate money for more than five libraries as aforesaid in any one year.

2. As soon as any school board shall have made an appropriation for a library in the manner prescribed, and the person appointed to select the books shall have submitted the list of books to be purchased and the prices of the same to the clerk of the school board, the clerk of said school board shall forward an order for the said list of books, with a warrant for not less than forty dollars made payable to the contractor or dealer with whom the State Board of Education shall have made arrangements to furnish the books under the provisions of this act, to the division superintendent of schools; whereupon the division superintendent of schools shall forward the order for said list of books, or a copy thereof, an application for State aid and the warrant aforesaid to the Department of Public Instruction. Upon the receipt of said order and warrant the State Board of Education shall remit to the treasurer of the county or city in which such school is situated the sum of ten dollars, the State's contribution for the purchase of books, as aforesaid, and the Department of Public Instruction shall forward the order and the warrant to the said dealer or contractor under rules and regulations to be formulated by the State Board of Education. The treasurer shall have no commission for receiving and disbursing the funds provided for in this act. The State Board of Education shall fix rules and regulations looking to as wide a distribution of the

funds as may seem practicable. The district school board shall furnish a neat bookcase with lock and key for each library upon application of the manager thereof.

3. The local manager of every library shall carry out such rules and regulations for the proper use and preservation of books as may be prescribed by the State Board of Education. The local managers of two or more libraries may be permitted to exchange libraries under rules and regulations to be prescribed by the State Board of Education. (Acts 1914, page 138)

Miscellaneous Provisions

155. *Child labor—Regulating employment of children in factories, mercantile establishments, workshops and laundries, and as messengers, or in selling or distributing newspapers or other periodicals; penalties for violation.*—1. On and after July first, nineteen hundred and fourteen, no child under the age of fourteen years shall be employed, permitted or suffered to work in any factory, workshop, mine, mercantile establishment, laundry, bakery, brick or lumber yard, or during school hours or after seven post meridian in the distribution, transmission or sale of merchandise.

2. No child under the age of sixteen years shall be employed, permitted or suffered to work in, about or in connection with any establishment or occupation named in section one (1) for more than six days in any one week; (2) nor more than ten hours in any one day; (3) nor before the hour of seven o'clock in the morning nor after the hour of nine o'clock in the evening.

3. No child under sixteen years of age shall be employed, permitted or suffered to work in, about or in connection with any establishment or occupation named in section one unless the person, firm or corporation employing such child procures and keeps on file and accessible to any inspector of factories, or other authorized inspector or officer charged with the enforcement of this act, the employment certificate as hereinafter provided, issued to said child; and keeps two complete lists of the names, together with the ages of all children under sixteen years of age employed in or for such establishment or in such occupation, one on file and one conspicuously posted near the principal entrance of the place or establishment in which such children are employed. On termination of the employment of a child whose employment certificate is on file, such certificate shall be returned by the employer within two

days to the official who issued the same with a statement of the reasons for the termination of said employment.

Such employment certificate shall be issued only by a notary public, in the city, town or village in which the child is to be employed, upon the application in person of the parent or guardian or custodian of the child desiring such employment. The person authorized to issue an employment certificate shall not issue such certificate until he has received, examined, approved and filed evidence of age showing that the child is fourteen years old or upwards, which shall consist of one of the following proofs of age, and shall be required in the order herein designated as follows:

(a) A duly attested transcript of the birth certificates filed according to law with a registrar of vital statistics, or other officer charged with the duty of recording births, which certificate shall be *prima facie* evidence of the age of such child.

(b) A passport or a duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of such child.

(c) In case none of the above proofs of age can be produced, other documentary evidence of age which shall appear to be satisfactory to the officer issuing the certificate may be accepted in lieu thereof. In such case a school census or school record, duly attested, may be used as proof of age in the discretion of the officer issuing the certificate.

(d) In case no documentary proof of age of any kind can be produced, the officer issuing the certificate may receive and file an affidavit signed by the parent or guardian or custodian of the child which shall contain the name, alleged age, place, and date of birth, and present residence of the child, together with such further facts as may be of assistance in determining the age of such child, and shall contain a statement certifying that the parent, guardian or custodian signing such application is unable to produce any of the documentary proofs of age specified in the preceding sub-divisions of this section.

4. In cities having a population of five thousand or more, according to the census of nineteen hundred and ten, no child under the age of fourteen years shall be employed, permitted or suffered to work as a messenger for a telegraph, telephone or messenger company, in the distribution, transmission or delivery of goods or messages, and no child under eighteen years of age shall be so employed,

permitted or suffered to work between the hours of ten o'clock in the evening and five o'clock in the morning.

5. No boy under ten years of age and no girl under sixteen years of age shall, in any city of this State of five thousand population or more, distribute, sell, expose, or offer for sale, newspapers, magazines, or other periodicals in any street or public place.

6. Any owner, superintendent, overseer, foreman or manager, who shall knowingly employ or permit any child to be employed contrary to the provisions of this act, in any factory, workshop, mercantile establishment or laundry, with which he is connected, or any parent or guardian who allows any such employment of his child or ward, shall, upon conviction of such offense be fined not less than twenty-five dollars nor more than one hundred dollars.

But nothing in this act shall prevent a parent from working his or her child in any factory, workshop, mercantile establishment or laundry, or other place owned or operated by said parent, nor apply to persons employed in factories engaged exclusively in packing fruits and vegetables between July first and November first of each year.

Any employment contrary to the provisions of this act shall be *prima facie* evidence of guilt, both as to the employer and the parent or guardian of the child so employed; provided, further, that nothing contained in this act shall apply to mercantile establishments in towns of less than two thousand inhabitants or in country districts. Provided, however, that upon petition of the parent, guardian, or other person interested in such child, to the circuit or corporation court, the court may for good cause shown entered of record release any child, between the ages of twelve and fourteen years, or the parent or guardian of such child from the operation of this act. (Acts 1914, page 671)

156. *Fire escapes from buildings of over three stories.*—It shall be the duty of the owner or owners of all factories, workshops, hotels, school buildings, and hospitals in this State of over three stories in height, theatres and public places of amusement, to provide for the safe exit of the occupants thereof in case of fire by the erection or construction of fire escapes of the most approved modern design. The character and design of said fire escapes shall, in cities and towns, be selected by the council of said cities and towns; and where the buildings are not located in cities and towns by the board of supervisors of the county. Any owner or owners

of such buildings shall have the right to require the council of the city or town in which said buildings are located, or in the counties the board designated by this act, to make such selection of said fire escapes as is provided by this act; and in case of their failure or refusal they shall be compellable by mandamus.

Any owner or owners of such buildings who shall fail to comply with the first section of this act by the first day of January, eighteen hundred and ninety-one, shall be deemed guilty of a misdemeanor, and upon conviction shall be fined not less than twenty-five dollars nor more than one hundred dollars for each month they shall fail to provide such fire escapes. (Code, Sec. 1067a)

157. *Governor to designate arbor day.*—The Governor shall annually, in the spring, designate by official proclamation a day to be designated as "arbor day," to be observed throughout the State as a day of planting of trees, shrubs, and vines about the houses and along the highways, and about public grounds in this State, thus contributing to the wealth, comfort, and attractions of the State. (Code, Sec. 222b)

158. *Injuries to public buildings, etc.; how punished.*—If any person wilfully and maliciously break any window or door of the capitol, or in any court-house, house of public worship, college, school-house, city or town hall, or other public building, or wilfully and maliciously injure or deface the capitol, or any statuary in the capitol or on the Capitol Square, or in any other public buildings, or on any public grounds, or wilfully and maliciously injure or deface any court-house, house of public worship, or city or town hall, or other public building, or wilfully and maliciously destroy or carry away furniture belonging to or in either of the said buildings, he shall be fined not exceeding three hundred dollars, or confined in jail not exceeding sixty days, or both. (Code, Sec. 3731)

159. *To protect schools, literary societies, etc.*—If any person wilfully interrupt, molest, or disturb any school exercises, free school or other school, literary society, or, being intoxicated, disturb the same, whether wilfully or not, he shall be guilty of a misdemeanor and fined not less than ten nor more than fifty dollars, or at the discretion of the court be confined in the jail of the county not more than thirty days, in addition to said fine. A justice of the peace or police justice may try and determine these cases. (Code, Sec. 3805b)

160. *Burning meeting-house, court-house, college, school-house,*

and so forth, how punished.—If any person maliciously burn any meeting-house, court-house, town-house, college, academy, school-house, or other building erected for public use (except a jail or prison), or any banking-house, warehouse, storehouse, manufactory, or mill of another person, not usually occupied by persons lodging therein at night, or if he maliciously set fire to anything by the burning whereof any building mentioned in this section shall be burnt, he shall be confined in the penitentiary, when such building, with the property therein, is of the value of one thousand dollars, not less than three nor more than ten years; and when it is of less value, not less than three nor more than five years. (Code, Sec. 3697)

161. *William and Mary College; State students.*—The board of visitors shall prescribe rules for the examination and admission of the pupils applying for normal instruction, and shall require each pupil to give satisfactory assurance of his intention and willingness to teach in the public schools of the State for at least two years after leaving said institution, and each of said pupils shall have, free of charge for tuition, the privileges of the collegiate course.

Each county and city in the State shall be entitled to one pupil, who shall be nominated by the division superintendent of schools, and if any vacancy occurs it shall be filled from the State at large by the board of visitors, and each county and city in the State shall also be entitled to one additional pupil for each additional representative in the house of delegates above one, to be appointed in a similar manner. The said pupils so appointed shall be exempt from tuition fees, and the charge for their board, washing, lights and fuel shall not exceed the sum of twelve dollars per month. (Acts 1906, p. 95, Secs. 5 and 6)

162. *Number of pupils each county and city may send free to the State Normal School for Women at Farmville.*—Each city and county in the State shall be entitled to one pupil, and one for each additional representative in the house of delegates above one, who shall receive gratuitous instruction. The board shall prescribe rules for the selection of such pupils and for their examination, and shall require each pupil selected to give satisfactory evidence of an intention to teach in the public schools of the State for at least two years after leaving the said school. (Code, Sec. 1611)

163. *Number of pupils each county and city may send free*

to the State Normal Schools for Women at Harrisonburg and Fredericksburg.—Each county and city in the State shall be entitled to one pupil in each of said schools, who shall be nominated by the division superintendent of schools, and if any vacancy occur shall be filled by a like nomination, and each county and city in the State shall be entitled to one additional pupil in each school for each additional representative in the house of delegates above one, to be nominated in a similar manner: provided, that the board of trustees may increase the number of pupils, if they deem it expedient, said pupils to be selected as above. The said pupils so appointed shall be exempt from the charge of tuition. The board of trustees shall prescribe rules for the selection of said pupils, their examination, and shall require of each pupil selected satisfactory evidence of an intention to teach in the public schools of this State for at least four years after leaving the said normal schools. (Acts of 1908, chapter 284, page 428)

164. *Number of pupils each county and city may send free to the State Normal School for Women at Radford.*—Each county and city in the State shall be entitled to one pupil in the said school, who shall be nominated by the division superintendent of schools, and if any vacancy occur shall be filled by a like nomination, and each county and city in the State shall be entitled to one additional pupil for each additional representative in the house of delegates above one, to be nominated in a similar manner: provided, that the board of trustees may increase the number of pupils if they deem it expedient, said pupils to be selected as above. The said pupils so appointed shall be exempt from the charge of tuition. The board of trustees shall prescribe rules for the selection of said pupils, their examination, and shall require of each pupil selected satisfactory evidence of an intention to teach in the public schools of this State for at least four years after leaving said normal school. (Acts of 1910, chapter 120, page 176)

165. *University of Virginia; State students admitted free of tuition, etc.*—The sum of forty thousand dollars* for the support of the University shall be paid annually out of any money in the public treasury not otherwise appropriated. But this appropriation

*Note.—This amount increased to eighty thousand dollars on condition that the "University fee" to Virginia students in the academic department not to exceed ten dollars. (Acts 1914, pages 333 and 357)

is on condition that the said institution shall give instruction to all white students of the State of Virginia over the age of sixteen years, who shall be matriculated under rules and regulations prescribed by the board of visitors, without charge for tuition in the academic department, consisting of the following schools, to-wit: The schools of Latin, Greek, modern languages, pure mathematics, moral philosophy, natural philosophy, historical science, agriculture, zoology and botany, natural history and geology, general and industrial chemistry, and English language and literature; but no person shall be admitted as a student free of charge for tuition fees, under the provisions of this section, unless the faculty be satisfied, by actual examination of the applicant, or by a certificate from some college or preparatory school that he has made such proficiency in the branch of study which he proposes to pursue as will enable him to avail himself of the advantages afforded by the University. (Code, Sec. 1554)

166. *Virginia Military Institute; State cadets admitted free of board and tuition.*—The board shall admit as State cadets, free of charge for board and tuition, upon evidence of fair moral character, not less than fifty young men, who shall be not less than sixteen nor more than twenty-five years of age, one of whom shall be selected from each of the senatorial districts as at present constituted, and the other eleven from the State at large. Whenever a vacancy has occurred, or is likely to occur in any district, due notice of the time and place of making the appointment to supply the vacancy shall be given. If, after such notice, no suitable person shall apply from such district, the vacancy may be supplied from the State at large. (Code, Sec. 1575)

167. *State cadets to act as teachers.*—Every cadet received on State account, and who shall have remained in the institute during the period of two years or more, shall act in the capacity of teacher in some school in this State for two years after leaving the institute, and such cadet shall be required to discharge said obligation as teacher within the three years immediately after leaving the institution, and said cadet shall report in writing to the superintendent of the institute on or before the first day of June of each year succeeding the date of his leaving the institution until he shall have discharged fully said obligations to the Commonwealth; or, at his option, he may serve an enlistment in the national guard of the State, or serve for a period of two years as an engineer on the

State highway commission; and every cadet so received on State account in said institute on reporting for duty and matriculation shall be required to enter into a bond, payable to the Virginia Military Institute, in a sum sufficient to cover the board and tuition that may be expended in his behalf as such State cadet; and unless the said cadet shall fulfill his said obligation as aforesaid, he shall be deemed to have violated his contract, and authority is hereby given to the institution to proceed by law for the collection from said cadet of such amount as may be necessary to cover so much of his board and tuition as may proportionately be due from his failure to teach the whole or any part of the said two years, or to serve in the national guards or as an engineer on the public roads of Virginia; and no cadet executing such bond shall be permitted to plead infancy or the statute of limitation in bar of recovery of such debt; provided, the board of visitors may excuse said cadet from any one of these obligations in such cases as they may deem right and proper; and provided further, if said cadet shall discharge any one of these obligations within the time prescribed, he shall be deemed to have fulfilled his obligation to the State imposed by this section. (Code, Sec. 1582; Acts 1912, page 161)

168. *Students who may attend the Virginia Agricultural and Mechanical College and Polytechnic Institute free of charge.*—A number of students equal to four times the number of members of the house of delegates, to be apportioned in the same manner, shall have the privilege of attending said college without charge for tuition, use of laboratories or public buildings, to be selected by the school trustees of the respective counties, cities, and election districts for said delegates, with reference to the highest proficiency and good character, from the white male students of the free schools of their respective counties, cities, and election districts, or in their discretion, from others than those attending said free schools. (Code, Sec. 1587)

169. *How long students may attend free of charge.*—The said students privileged to attend the college [Virginia Agricultural and Mechanical College and Polytechnic Institute] without charge for tuition, use of laboratories, or public buildings, shall continue to be selected for a period of two years: provided, that on the recommendation of the faculty of the said college, for more than ordinary diligence and proficiency, any student so selected may be continued by the said board of visitors for a longer period. (Code, Sec. 1590)

170. *Virginia Normal and Industrial Institute.*—First. There shall be admitted into the institute, free of charge for tuition, use of laboratory or public buildings, and upon such terms as to board and other expenditures as the board of visitors may prescribe, a number of colored students equal to twice the number of members of the house of delegates, to be apportioned in the same manner. Such students shall be designated as State students, and shall not be less than fifteen years of age, and shall be selected by the superintendents of schools for the respective counties and cities from the colored pupils of either sex attending the free schools, or in their discretion from others than those attending said free schools. Superior proficiency in study and good moral character shall be duly regarded in the selections.

Second. Due notice shall be given by the president of said institute to the county and city superintendents of schools of all vacancies existing, or likely to occur, in said institute in the case of State students; whereupon said county or city superintendents of schools shall proceed to fill said vacancy and officially notify the president of said institute of said appointment. If, in due time after such notice, no appointment be made, the vacancy indicated may be filled by the board of visitors from the State at large: provided, that any State student, as a condition precedent to admission into said institute, shall enter into a written contract with said board of visitors to engage in teaching school or other educational work for not less than two years; but said student, by this section, shall not be deprived of any compensation which he may be able to obtain for teaching or other educational work. Should any such State student fail to comply with the contract herein specified, he may be relieved therefrom by the payment in cash of one-half of the tuition and other fees remitted to him while he or she was a student of said institute.

Third. The president, professors and teachers of the Virginia Normal and Industrial Institute shall be required, during each and every year, to conduct a summer normal school for the benefit of the colored teachers of the public schools of this State and those who expect to become teachers in the public schools; said summer normal school shall begin on a day to be designated by the board of visitors, not later than the first day of July, and to continue for a term of four weeks. In said summer school shall be taught such branch-

es as relate to the academic and professional improvement of teachers.

Fourth. While in attendance upon said summer normal school the teachers may occupy the institute buildings, and be furnished such accommodations as to board in the like manner as are the regular students of the institute. They shall be subject to such rules and regulations as to government and discipline as shall be approved by the board of visitors. The charge for board and lodging to each teacher shall not exceed two dollars per week. All regular employees of said institute shall perform such service during the summer normal term as the authorities of the institute may require. (Code, Sec. 1613, subsections 8, 9, 15 and 18)

171. *Supervision of Virginia Normal and Industrial Institute by Board of Education.*—The institute and board of visitors shall be under the supervision and control of the Board of Education; and no action of said board of visitors shall be valid if disapproved by the Board of Education. (Code, Sec. 1635)

172. *Selection of students of Hampton Normal and Agricultural Institute.*—The trustees of said institute may select not less than one hundred students, with reference to their character and proficiency, from the colored free schools of the State, who shall have the privilege of attending the said institute on the same terms that State students are allowed to attend the agricultural and mechanical college under section fifteen hundred and ninety [section 169 of school law]. (Code, Sec. 1603)

173. *Duties of president or chairman of board of visitors or trustees of State institutions.*—It shall be the duty of the president or chairman of the board of visitors or trustees of every State institution which is educational in its character to cause to be made out by the superintendent, president, principal, or other proper officer of such institution, and forwarded to the office of the Superintendent of Public Instruction, on or before the first day of October of each year, a report for the year ending the thirtieth of June preceding. Said report shall set forth the condition and progress of said institutions, the number of professors, assistant teachers, and other officers, and the compensation of each; the whole number of students in attendance; the course of instruction, academic, professional, or technical; the means and methods of instruction; the number of students in the different classes; the terms of tuition; the number of students admitted free of charge for tuition; the

kind and amount of all funds and endowments yielding an income; the annual income from all sources, and the items thereof; the amount of expenditures, and the items thereof; and such other information as may be deemed necessary to a full exhibit of the affairs and conditions of said institutions. Said reports shall be embodied in the annual report of the Superintendent of Public Instruction to the Board of Education, to be by the president of said board laid before the General Assembly of Virginia. All acts and parts of acts requiring reports of said institutions to be made otherwise than as specified in this act are hereby repealed. (Code, Sec. 1637)

174. *Penalty if report not made.*—If no such report is made from any college or academy which receives any portion of the revenue of the literary fund, or to which any loan has been made out of the said fund, the Second Auditor shall withhold (until the report is made) the payment of such portion of the literary fund or proceed to enforce payment of the said loan. (Code, Sec. 1638)

175. *Authorizing the borrowing of money and issuing of bonds therefor by the towns in this Commonwealth, etc.*—Any town of this Commonwealth, for any one or more of the following purposes, namely: To provide for a water supply, water works, a suitable equipment against fire, or for erecting or improving school buildings, grading, paving, repaving, curbing, or otherwise improving any one or more of the streets or alleys, or widening existing ones, in such town, or for locating, instituting and maintaining sewers and culverts in and along any of such streets, avenues or alleys, or any part thereof, should the voters thereof so elect, in the manner prescribed by an act of the General Assembly of Virginia approved April twenty-seventh, nineteen hundred and three, entitled "an act to provide for holding the elections in towns upon questions of bond issue," and chapter three hundred and twenty-four of the Acts of the General Assembly of Virginia, approved November twenty-fifth, nineteen hundred and three, amending and re-enacting section nine of the act aforesaid, is hereby authorized and empowered to borrow money in such sum or sums, not exceeding in the aggregate eighteen per centum of the assessed valuation of the real estate in the town subject to taxation, as shown by the last preceding assessment for taxes, upon the faith, credit and property thereof, and to issue bonds therefor, signed by the mayor and attested by the clerk or recorder: but provided, that such

bonds shall not be sold at less than their par value and bear interest at a rate not exceeding six per centum per annum, and shall become due and payable within thirty-five years from the date of issue. The council of any town proceeding hereunder shall make proper provision for the payment of the annual interst upon such bonds as may be issued under this act, and shall provide a sinking fund for the redemption thereof at maturity; the coupons thereof shall be receivable for town taxes. (Acts 1906, page 235)

176. *How elections for free school purposes held and results determined.*—All officers who, under the general laws, are charged with the conduct of elections and the determination of the results thereof, shall render official service in the matter of votes ordered for public free school purposes under such regulations as shall be prescribed by the Board of Education. But all elections for public free school purposes shall be held after notice thereof given according to section one hundred and fifteen. (Code, Sec. 101)

177. *When special election ordered by Governor, et cetera; how writ issued and notice given.*—Whenever a special election is ordered by the Governor, Speaker of the House, or President of the Senate, it shall be his duty to issue a writ of election, designating the office to be filled at such election and the time such election is to be held, and transmit the same to the sheriff of the county and the sergeant of the corporation in which such election is to be held, to be by such sheriff or sergeant published by posting a copy thereof at each voting place in his county or corporation at least ten days before such election. (Code, Sec. 115)

178. *Joint resolution setting apart the birthday of Jefferson Davis as a day of recreation in the public schools, etc.*—Whereas Jefferson Davis, president of the late Confederate States of America, was born on the 3d day of June, eighteen hundred and eight, and in order to commemorate his distinguished services as a patriot, Christian, and champion of constitutional liberty, and at the earnest request of Richmond Chapter, Richmond, the Seventeenth Virginia Regiment Chapter, Alexandria, and other chapters of the United Daughters of the Confederacy in the State; therefore,

Be it resolved by the General Assembly of Virginia, as a mark of perpetual respect and remembrance of the said Jefferson Davis, and of the distinguished services rendered by him, That the third day of June in each year be, and the same is hereby, set apart as

a day of recreation in the public schools of the Commonwealth, and that the public offices of the State be closed after twelve o'clock meridian of each recurrence of said day, and that the flag of the State be hoisted over the capitol building. (Acts 1899-1900, page 1374)

179. *To establish a public free school on the grounds of the Prison Association of Virginia at Laurel, Henrico county.*—1. A public free school shall be established on the grounds of the Prison Association of Virginia at Laurel, Henrico county, for the exclusive benefit and use of the boys and youths confined in the institution at that place, known as the Laurel Reformatory.

2. Said school shall be under the control of the State Board of Education, except that the discipline of the scholars shall be under the control of the said prison association. Said scholars shall attend said school at least three hours a day, Saturdays and Sundays excepted. Said association may permit any scholar to attend for a greater period than three hours per day, but nothing herein shall be construed to take away from said association any authority or control over the boys and youths under its control except as above stated.

3. The sum of twenty-five hundred dollars is hereby appropriated, out of any money in the treasury not otherwise appropriated, for the erection and equipment of the said school-house, and the Auditor of Public Accounts is directed to pay said amount to the directors of said association, the same to be expended under the direction of the said State Board of Education.

The sum of one thousand dollars per annum is also hereby appropriated out of the school funds of this State for the maintenance of said school, the same to be applied to the payment of teachers, said money to be set apart as other money for the support of public free schools is set apart, except that it shall be received and paid out by said State Board of Education. (Acts 1908, page 688)

180. *To establish a public free school on the grounds of the Negro Reformatory Association of Virginia in Hanover county.*—1. A public school shall be established on the grounds of the Negro Reformatory Association of Virginia in Hanover county, for the exclusive benefit and use of the boys and youths confined in the institution at that place, known as the Negro Reformatory Association of Virginia.

2. Said school shall be under the control of the State Board of Education, except that the discipline of the pupils shall be under the control of the said Negro Reformatory Association. Said pupils shall attend said school at least three hours a day, Saturdays and Sundays excepted. Said association may permit any pupil to attend for a greater period than three hours per day, but nothing herein shall be construed to take away from said association any authority or control over the boys and youths under its control except as above stated.

3. The sum of six hundred dollars per annum is hereby appropriated out of the school funds of this State for the maintenance of said school, the same to be applied to the payment of teachers, the said money to be set apart as other money for the support of public free schools is set apart, except that it shall be received and paid out by said State Board of Education. (Acts 1910, p. 327.)

181. *An act to repeal an act of the General Assembly of Virginia, approved March* 17, 1910, *entitled an act to constitute a united agricultural board to co-ordinate the Virginia College of Agriculture and Polytechnic Institute and the Virginia Agricultural Experiment Station, the Commissioner and the State Board of Agriculture and the State Board of Education, in co-operation with the United States Department of Agriculture, for the betterment of agricultural experimental and demonstration work, and generally to advance the agricultural interests of this State, and to authorize the boards of supervisors to appropriate county funds for experimental and demonstration work in their respective counties, as amended and re-enacted by an act approved March* 12, 1912, *and enacting certain provisions in lieu thereof, and making appropriations to the Virginia Agricultural and Mechanical College and Polytechnic Institute for demonstration work, and to authorize boards of supervisors to appropriate county funds for demonstration work in their respective counties, in co-operation with the Virginia Agricultural and Mechanical College and Polytechnic Institute and the United States Department of Agriculture, and providing for co-ordination of certain agricultural activities within the State of Virginia.*—Be it enacted by the General Assembly of Virginia, That an act entitled an act to constitute a united agricultural board to co-ordinate the Virginia College of Agriculture and Polytechnic Institute and the Virginia Agricultural Experiment Station, the

Commissioner and the State Board of Agriculture and the State Board of Education, in co-operation with the United States Department of Agriculture for the betterment of agricultural, experimental and demonstration work, and generally to advance the agricultural interests of this State, and to authorize the boards of supervisors to appropriate county funds for experimental and demonstration work in their respective counties, as amended and re-enacted by act approved March twelfth, nineteen hundred and twelve, be repealed, and the following enacted in lieu thereof:

1. That any money that may be appropriated from the general fund for the purpose of carrying out this act shall be paid to the treasurer of Virginia Agricultural and Mechanical College and Polytechnic Institute, to be paid by warrants with proper vouchers attached, signed by the secretary and countersigned by the president of said institution; but such moneys shall be used and paid out only for the purposes hereinafter provided in this act. An itemized statement, with proper vouchers, for disbursements of such funds, shall be reported to the Governor each year, and examined by the public accountants and at all times be subject to the inspection of the Legislature or any of its committees.

2. The said funds shall be used by the Virginia Agricultural and Mechanical College and Polytechnic Institute for the purpose of conducting demonstration work in the State of Virginia or in the several counties therein, so far as said funds will permit, as far as possible in connection and co-operation with the United States Department of Agriculture. The said fund may be used in the payment of salaries and necessary traveling expenses and other incidental expenses of State, district or local or county agents engaged in the said co-operative demonstration work, the object of which shall be to instruct farmers in improved methods of agriculture, embracing all crops made in the State, improved methods of horticulture, stock raising, and everything for the advancement of the agricultural interests of the State, by conducting demonstrations on farms, instructing and advising farmers on all technical agricultural subjects, and in all possible ways assisting them by carrying information from the agricultural college, the experiment stations and all other sources to the farmer.

3. It shall be the duty of the Virginia Agricultural and Mechanical College and Polytechnic Institute, in co-operation with the United States Department of Agriculture, to exercise great care

in the selection of demonstrators or county agents qualified to do the work, and to supervise their work and see that it is properly done through the State and district agents, and the said demonstrators or county agents may be authorized and required to assist farmers in every possible way by teaching and demonstrating to them improved agricultural methods, and advising them on agricultural methods, and all under such rules and regulations as may be adopted by the Virginia Agricultural and Mechanical College and Polytechnic Institute in its co-operative relation to the United States Department of Agriculture. The said county agents may be authorized to conduct boys' demonstration clubs and assist in the organization and conducting of girls' canning clubs, if deemed wise by the Virginia Agricultural and Mechanical College and Polytechnic Institute, and in such work the State Board of Education is hereby authorized to make such co-operative arrangements with the president of the Virginia Agricultural and Mechanical College and Polytechnic Institute as it may deem wise for co-ordination of such work with the county schools of the State.

4. The board of supervisors of the several counties of the State are hereby authorized and empowered to appropriate out of the county funds for the support of such demonstration work in their respective counties such sums as the said boards may deem proper, the sums so appropriated to be used in co-operation with the Virginia Agricultural and Mechanical College and Polytechnic Institute, in paying the salary and expenses of demonstrator or county agent in the county; the appropriation to be supplemented by a sum or sums to be paid out of the funds above appropriated to the Virginia Agricultural and Mechanical College and Polytechnic Institute, and such funds as may be furnished by the United States Department of Agriculture, or which may be allotted from funds under its control, devoted to such co-operative work in the State of Virginia, as may be agreed upon. Any sums so appropriated by any county shall be paid out to the person selected to be the agricultural demonstrator or county agent in said county, in monthly payments, on vouchers to be approved by the State agent in charge of demonstration work in the State of Virginia, and countersigned by the president of said institution.

5. The provisions of this act are in anticipation of the passage of an act by the United States Congress, providing money for work of similar character within the several States, through

the agricultural colleges receiving the benefit of the land grant, and upon the passage of any such act requiring the States to make an equal appropriation, the appropriations hereby made are declared to be an acceptance of the provisions of said act and the appropriation of money on the part of the Commonwealth of Virginia to meet funds allotted to this State from any such appropriation.

6. The Governor of the State of Virginia is hereby authorized, at his discretion, to call together for conference, the president of the Virginia Agricultural and Mechanical College and Polytechnic Institute, the State Commissioner of Agriculture, the president of the State Board of Agriculture, the State Superintendent of Public Instruction, the director of the Experiment Station at the Virginia Agricultural and Mechanical College and Polytechnic Institute, and the State agent in charge of the farm demonstration work, as outlined in this bill, and he may also request the attendance of such officers of the United States Department of Agriculture as may be particularly interested in the agriculture of the State of Virginia. At such conference the various forces may consider how their activities may be co-ordinated so as to avoid duplication, and how each may assist the other in field work so as to bring the best possible results. Each of the organizations represented is hereby authorized to enter into proper co-operative relationships with other agricultural activities within the State of Virginia as they deem best. At such conferences the Governor shall preside. The object of such conference shall be a united co-operative effort for the betterment of agricultural conditions in the State of Virginia.

7. Any balance in the hands or under the control of the united agricultural board, when this act shall take effect, shall pass to the credit of the Virginia Agricultural and Mechanical College and Polytechnic Institute and be disbursed as required by this act. (Acts 1914, pege 710)

182. *Authorizing the board of supervisors of any county to contribute and expend a sum of money for the purpose of promoting agriculture in said county.*—The board of supervisors of any county in this State are hereby empowered, in their discretion, out of the general county levy of said county, to apply and expend annually a sum not exceeding one thousand dollars in each year for the purpose of promoting agriculture in said county. (Acts 1910, p. 502; Acts 1912, p. 653)

183. *Extracts from chapter* 237 *of Acts of Assembly,* 1912,

regulating the practice of medicine and surgery. Preliminary general education required of applicants must meet requirements of State Board of Education, et cetera.—Board of medical examiners.—A board, to be known as the board of medical examiners for the State of Virginia, is hereby established, which shall consist of one member from each congressional district in this State, and in addition five from the State at large, two of whom shall be homoeopathic physicians; provided, however, that on April first, nineteen hundred and fourteen, the board shall consist of one regular physician from each congressional district, and one homoeopath and one osteopath from the State at large. The term of office of the members of said board shall be four years, or until their successors are appointed and qualify, and they shall be men learned in medicine and legal and active practitioners in the State of Virginia.

4. Preservation of records.—The board shall preserve a record of its proceedings in a book kept for that purpose, which shall show the name, age, place and duration of residence therein of each applicant for a license, the time spent in medical study in respective medical schools, and the year and school from which degrees were granted; said record shall also show whether applicants were granted a certificate or rejected, and shall be prima facie evidence of all matters contained therein. The secretary of the board shall, on the first day of March of each year, transmit a copy of said record, together with a photograph of each license to the superintendent of the Board of Education of the State of Virginia for permanent record, and certified copies of the said record, under the hand and seal of the secretary of the board or of said superintendent, shall be admissible as evidence in all courts of this State.

8. Admission to examination; power of board.—All applicants for certificates to practice medicine in this State after the passage of this act, must successfully pass an examination before the board of medical examiners established by this act. The said board shall admit to examination any candidate who pays a fee of twenty-five dollars, and submits evidence verified by affidavit and satisfactory to the board, that he:

(a) Is twenty-one years of age or more.

(b) Is of good moral character.

(c) Had prior to beginning his first year of medical study the general education required preliminary to receiving the degree of bachelor or doctor of medicine of this State. This pre-

liminary education shall meet the requirements of the Board of Education of the State of Virginia, and a certified statement from the superintendent of said board shall accompany the candidate's application.

(d) Has studied medicine not less than four school years, including four satisfactory courses of at least eight months each in four different calendar years in a medical school registered as maintaining a standard satisfactory to the State Board of Education. Virginia medical schools and Virginia medical students shall not be discriminated against by the registration of any medical school out of the State whose minimum graduation standard is less than that fixed by statute for Virginia medical schools. The above clause of subsection (d) shall not apply until April first, nineteen hundred and fourteen.

The board may in their discretion accept as the equivalent of the first year of requirement (d) evidence of graduation from a registered college course, provided that such college course shall have included not less than the minimum requirements prescribed by the board and by the State Board of Education for such admissions to advanced standing.

The board may also at their discretion admit conditionally to the examination in anatomy and histology, physiology and embryology and chemistry, applicants nineteen ears of age, or more, certified as having studied medicine at some registered medical college not less than two years, including two satisfactory courses of at least eight months each, in two different calendar years, and of having passed in all of those medical branches at the said college, but the said college must be registered as maintaining at the time a standard satisfactory to the State Board of Education: provided, further, that such applicant must meet requirements b and c.

The board may also, at their discretion, accept as the equivalent of any part of requirements c and d five or more years of legal and reputable practice, and such candidate shall be exempted from taking the examinations in anatomy and histology, and physiology, embryology and chemistry.

(e) Has either received the degree of bachelor or doctor of medicine from some registered medical school, or a diploma or license conferring full right to practice medicine in some foreign country, unless admitted conditionally to the examinations as specified above, in which case all qualifications, including the full period

of study, the medical degree and the final examinations must be met. The degree of bachelor or doctor of medicine shall not be conferred in this State before the candidate has filed with the institution conferring it the certificate of the State Board of Education that before beginning the first annual medical course counted toward the degree, he had either graduated from a registered college or satisfactorily completed a full course in a registered academy or high school; or had a preliminary education considered and accepted by the State Board of Education as fully equivalent, or held a State Board of Education medical student certificate; or passed State Board of Education examinations securing sufficient academic counts, in accordance with the standard of the Association of American Medical Colleges, or their full equivalent, before beginning the first annual medical course counted toward the degree. . . . . (Acts 1912, page 525)

184. *State accountant.—Sections three, four, eight and nine of chapter* 156 *of Acts of* 1910, *and sections seventeen and eighteen of chapter* 122 *of Acts of* 1914, *define the powers and duties of the State Accountant as follows*:

3. It shall be the duty of the State Accountant, under the direction of the joint auditing committee, to devise a modern, effective and uniform system of bookkeeping and accounting, comprehending:

(a) An efficient system of checks and balances between the officers at the seat of government and entrusted with the collection and receipt, custody and disbursement of the revenues of the State.

(b) A system of accounting applicable to the offices of the Auditor of Public Accounts, of the State Treasurer, of the Secretary of the Commonwealth, the Corporation Commission, the Second Auditor, the Commissioner of Agriculture, the Superintendent of Public Instruction, the State Highway Commission, Bureau of Insurance, the Register of the Land Office, the State Library and all other State offices now being or hereafter established at the seat of government, the Board of Fisheries and the Board of Sinking Fund Commissioners, which said system of accounting shall be suitable to the needs of these several offices and boards, considering their relation to each other and their relation to subordinate offices and officials.

4. The said Accountant shall devise and adopt systems of accounting for the several penal, educational and eleemosynary in-

stitutions of the State maintained in whole or in part by the State, having regard to the needs and conditions of each institution. . .

8. Said State Accountant, or his deputy, shall, from time to time, inspect and scrutinize the accounts and vouchers of all State officers set forth in sections three and four of this act.

9. Such inspection shall be made without notice to the officials whose accounts are to be inspected, and it shall be the duty of the official whose books and accounts and vouchers are being inspected to produce such books, vouchers and accounts and give the State Accountant, or his deputy, all necessary help and aid in making such inspection. Should any official fail to perform the requirements of this section he shall be guilty of a misdemeanor. (Acts 1910, page 243)

17. The State Accountant, when requested by the board of supervisors of any county, or the council of any city or town of the Commonwealth, shall make and establish a system of bookkeeping and accounting for the treasurers, clerks of the courts and school boards of such counties and cities, and when so requested he shall examine the books and accounts of such officers, and report to the said supervisors or councils the findings of his investigation, if it relates to the affairs of such county or city, and to the Auditor of Public Accounts if it relates to the revenue of the State.

18. The cost of such service as may be so required shall be borne by the county and city receiving the service of said accountants, and shall not exceed an amount sufficient to reimburse the State. (Acts 1914, page 202)

Of Public Free Schools In Cities and In Towns Constituting Separate School Districts

185. *Their establishment and management.*—An efficient system of public free schools shall be established and maintained in all cities and towns constituting separate school districts of the State.

The public free school system shall be administered by the following authorities, to-wit: A State Board of Education, a Superintendent of Public Instruction, division superintendents of schools and city school boards. The provisions of chapter sixty-six, except as provided in this chapter, shall be applicable to such cities and towns in like manner as to the counties of the Commonwealth, and city and town school boards, officers, trustees and teachers, as well

as city and town treasurers, are charged, with reference to the public free schools of such cities and towns, with the duties, vested with the powers of and subject to the limitations and penalties imposed upon similar officers, boards, trustees and treasurers in the counties by chapter sixty-six, unless otherwise provided. (Code, Sec. 1522)

Note.—Chapter 66 of the Code embraces sections 1427-1521, and chapter 67, sections 1522-1540, both inclusive.

186. *Classification of cities.*—Cities which have a population of ten thousand and upwards shall, for school purposes, be known as cities of the first class, and cities which have less than ten thousand shall be known as cities of the second class; but the provisions of the law concerning cities shall be applicable to both classes alike, unless the one or the other class be specifically referred to. (Code, Sec. 1523)

187. *Number and bounds of school districts.*—The school boards of the respective cities shall have power, subject to the approval of the common council, to prescribe the number and boundaries of the school districts; but until such provision is made every such city which is not divided into wards shall constitute a single school district, and in every city which is divided into wards each ward shall be a school district. The number and boundaries of districts shall be duly reported to the Superintendent of Public Instruction and recorded in his office, and also in that of the clerk of the corporation court or in that of the circuit court if there be no corporation court. (Code, Sec. 1524)

188. *Magisterial and school districts; levies in city of second class.*—Such city of the second class, when declared to be such, shall constitute one separate magisterial district and one separate school district of the county in which it is located; and it shall continue to elect all district officers for such magisterial district in the manner provided by law; and the school trustees and other school officers of such school district, whether elected or appointed, shall bear the same relation to the county school board as that existing before the city is declared to be such. There shall be but one superintendent of schools for such city and the county in which such city is located.

The board of supervisors of such county shall have the same power and authority to levy a tax for county, school and district purposes, upon all property within the corporate limits of such

city, as it has upon property in the remainder of the county without the corporate limits of such city, except road taxes. And all State, county, school and district levies, except road taxes or levies, shall continue to be collected and disbursed by the county treasurer in the same manner as if such city had not been declared to be such.

As soon as such municipality shall have been declared to be a city, all property within any annexed territory shall at once be and become liable to the regular town or city tax rate, and all revenue derived from such new territory by such city, whether by way of taxes, licenses, fines or otherwise, shall be paid into the city treasury and be expended under the direction of the common council of said city in the same manner and for the same purposes as the other funds of the city are or shall be expended. (Acts 1908, page 7)

189. *School board of city a corporation.*—The school trustees of each city shall be a body corporate under the name and style of "The school board of the city of ————," by which name it may sue and be sued, contract and be contracted with, and purchase, take, hold, lease, and convey school property, both real and personal. The title to all school property, both real and personal, within the city, shall vest in the said board, except, by mutual consent of the council and school board the title to property may vest in the city. The trustees of the several districts, where there are more than one, shall have no organization or duties except such as may be assigned to them by the consolidated body. (Code, Sec. 1525)

190. *Territorial jurisdiction of the school board in cities and towns constituting a separate school district; its clerk, his pay.*—The official care and authority of the school board shall cover all territory included in the corporate limits of the city or town constituting a separate school district, and also shall cover all school property located without and contiguous to the corporate limits of such city or town, when the title to said property is vested either in the school board of such city, as a body corporate, or in the city. The majority of its members shall constitute a quorum. It may, in its discretion, appoint a clerk, who may, or may not, be a member of the board; and shall make by-laws and regulations for its own government and for the management of its official business, so far as they do not conflict with the provisions of the law. The

salary of said clerk shall be fixed by the school board. (Code, Sec. 1526; Acts 1914, page 498)

191. *Who ineligible as division superintendent or clerk of school board.*—No mayor, member of council, or treasurer or other officer of a city, town or county shall be eligible to the office of division superintendent of schools of such city, town or county, or the clerk of a school board of such city, town or county: provided, that nothing herein contained shall apply to towns of less than one thousand inhabitants. (Code, Sec. 1527; Acts 1912, page 524)

192. *School trustees.*—The council of each city shall appoint three trustees for each school district in such city, whose term of office shall be three years, respectively, and one of whom shall be appointed annually. If a vacancy occurs in the office of trustee at any time during the term the council shall fill it by appointing another for such part of the term as has not expired. The trustees in office when this act takes effect shall continue in office until the terms for which they were respectively appointed shall have expired by limitation. Within thirty days preceding the day on which the term of said trustees shall expire by limitation, and within the like number of days preceding the day on which the term of any trustee shall expire by limitation in any subsequent year, such council shall appoint a successor to each such trustee in office, whose term shall commence when the term of his predecessor shall have expired, provided the office of any such trustee has not been abolished in redistricting the city, and provided that of those first appointed under this chapter one shall be appointed for a term of one year, one for a term of two years, and one for a term of three years. (Code, Sec. 1528)

193. *Power and duty of council.*—The council of each city shall have power, and it shall be its duty, on or before the fourth Monday in July in each year, or as soon thereafter as practicable, to levy a tax upon the real and personal property in the city of not to exceed fifty cents on the one hundred dollars of its assessed value, or the council may, in its discretion, make an appropriation in lieu of such levy. (Code, Sec. 1529)

194. *Board to submit estimates to council.*—It shall be the duty of the school board of every city, once in each year, and oftener if deemed necessary, to submit to the council, in writing, a classified estimate of what funds will be needed for the proper

maintenance and growth of the public schools of the city, and to request the council to make appropriation accordingly. (Code, Sec. 1530)

195. *Apportionment of State funds; how and by whom kept and disbursed.*—The State school funds shall be apportioned to cities separately from their counties, and all funds designed for the benefit of public free schools therein shall be deposited with the treasurers of such cities and kept by said treasurers in separate accounts, and disbursed only on orders from the city school boards, respectively. (Code, Sec. 1531)

196. *Pay of division superintendent.*—The division superintendent of a city shall receive pay from the State in like proportion as other division superintendents of schools, but nothing herein shall be construed to limit the amount of additional remuneration which he may receive from the council of the city within which he acts. (Code, Sec. 1533)

197. *When to teach.*—The division superintendent of a city may teach in a public school ex-officio when requested so to do by the city school board. (Code, Sec. 1534)

198. *Powers and duties of boards of trustees; qualification of trustees, and so forth; a corporation.*—Every school trustee shall, at the time of his appointment, be a resident of the school district for which appointed, and if he shall cease to be a resident thereof his office shall be deemed vacant. Before entering upon the discharge of the duties of his office he shall take and subscribe the oaths prescribed for officers of the State before the corporation or the circuit court, or, in vacation, before the judge or clerk of said court, and the clerk of the said court shall make in his record book a minute of the qualification of said trustee.

No federal or State officer, except a notary public; no city officer, no member of council, or any officer thereof, shall during his term of office be chosen or allowed to act as a school trustee; but this provision shall not have the effect of prohibiting a commissioner in chancery or commissioner in bankruptcy, or member of the board of health, from holding such office.

The city school board of every city shall establish and maintain therein a general system of public free schools in accordance with the requirements of the Constitution and the general educational policy of the Commonwealth, for the accomplishment of which purpose it shall have the following powers and duties:

First. To explain, enforce, and observe the school laws, and to make rules for the government of the schools, and for regulating the conduct of pupils going to and returning therefrom.

Second. To determine the studies to be pursued, the methods of teaching, and government to be employed in the schools, and the length of the school term.

Third. To employ teachers and dismiss them when delinquent, inefficient, or in any wise unworthy of the position: provided, that no school board shall employ or pay any teacher from the public funds unless the teacher shall hold a certificate in full force, according to the provisions of section fourteen hundred and seventy-six [section 78 of school law] of the laws relating to the public free schools in counties: and provided further, that it shall not be lawful for the school board of any city or of any town constituting a separate school district to employ or pay any teacher from the public funds if said teacher is the brother, sister, wife, son, or daughter of any member of said board.

Fourth. To suspend or expel pupils when the prosperity and efficiency of the school make it necessary.

Fifth. To decide what children, wishing to enter the schools of the city, are entitled by reason of the poverty of their parents or guardians to receive text-books free of charge, and to provide for supplying them accordingly.

Sixth. To establish high and normal schools and such other schools as may, in its judgment, be necessary to the completeness and efficiency of the school system.

Seventh. To see that the census of children required by sections fourteen hundred and sixty-two and fourteen hundred and sixty-three of the Code of Virginia [sections 43 and 44 of school law] is taken within the proper time and in the proper manner.

Eighth. To hold regular meetings and to prescribe when and how special meetings may be called.

Ninth. To call meetings of the people of the city for consultation in regard to the school interests thereof, at which meetings the chairman or some other member of the board shall preside if present.

Tenth. To provide suitable school-houses, with proper furniture and appliances, and to care for, manage, and control the school property of the city. For these purposes it may lease, purchase, or build such houses, according to the exigencies of the city and

the means at its disposal. No school-house shall be contracted for or erected until the plans therefor shall have been submitted to and approved in writing by the division superintendent of schools, and no public school shall be allowed in any building which is not in such condition and provided with such conveniences as are required by a due regard to decency and health; and when a school-house appears to the division superintendent of schools to be unfit for occupancy, it shall be his duty to condemn the same, and immediately to give notice thereof, in writing, to the chairman of the school board, and thenceforth no public school shall be held therein, nor shall any part of the State or city fund be applied to support any school in such house until the division superintendent shall certify, in writing, to the city school board, that he is satisfied with the condition of such building and with the appliances pertaining thereto.

Eleventh. To visit the public free schools within the city from time to time, and to take care that they are conducted according to law and with the utmost efficiency.

Twelfth. To manage and control the school funds of the city, to provide for the pay of teachers and of the clerk of the board, for the cost of providing school-houses and the appurtenances thereto and the repairs thereof, for school furniture and appliances, for necessary text-books for indigent children attending the public free schools, and for any other expenses attending the administration of the public free school system, so far as the same is under the control or at the charge of the school officers.

Thirteenth. To examine all claims against the school board, and when approved to pay the same: provided, that a record of such approval shall be made in the proceedings of the board, and a warrant on the city treasurer shall be drawn, signed by the chairman of the board and countersigned by the clerk thereof, payable to the person or persons entitled to receive such money, and stating on its face the purpose or service for which it is to be paid, and that such warrant is drawn in pursuance of an order entered by the board on the ———— day of ————.

Fourteenth. It shall be the duty of the school board of every city, once in each year, and oftener if deemed necessary, to submit to the council, in writing, a classified estimate of what funds will be needed for the proper maintenance and growth of the pub-

lic schools of the city, and to request the council to make provision, by appropriation or levy, for the same.

Fifteenth. To perform such other duties as shall be prescribed by the State Board of Education or are imposed by other parts of this act.

City school boards shall in general have the same powers in relation to the condemnation or purchase of land and to the vesting of the title thereof, and also in relation to the title to and management of property of any kind applicable to school purposes, whether heretofore or hereafter set apart therefor, and however so set apart, whether by gift, grant, devise, or any other conveyance, and from whatever source, as county and district school boards have in the counties. They shall also have a clerk, who shall be charged with the same duties as the clerk of district school boards. (Code, Sec. 1538)

Regulations of the State Board of Education

(Prescribed pursuant to the provisions of Sec. 132 of the Virginia Constitution)

Superintendent of Public Instruction

1. *His duties.*—The Superintendent of Public Instruction shall be the chief executive of the public free school system, upon whom shall devolve the following duties, to-wit:

First. He shall take care that the school laws and regulations be faithfully executed, and shall use all proper means to promote an appreciation and desire of education among the people.

Second. It shall be his duty to determine the true intent and meaning of the school laws and regulations, and to explain to the division superintendents and other school officers the several duties enjoined thereby upon them, and his decision shall be final, unless and until reversed by the State Board of Education.

Third. He shall prepare suitable registers, blank forms and regulations for making all reports and for conducting all necessary business under the school law, and, by circulars and otherwise, shall give such information and instructions as he shall deem conducive to the proper organization and government of the public free

schools and the due execution of their duties by the school officers.

Fourth. He shall require of division superintendents detailed reports annually, and as often besides as he may deem proper; and he may require special reports at any time of any officer connected with the school system. He may also appoint persons, at his discretion, to visit or examine all or any part of the public free schools in the county wherein such persons reside, and report to him touching all such matters respecting their condition and management, and the means of improving them, as he may indicate; but no allowance or compensation shall be made to such persons for their services or expenses.

Fifth. It shall be his duty, as often as may be consistent with his other official engagements, to make tours of inspection among the public free schools throughout the State.

Sixth. He shall decide all appeals from decisions of division superintendents of schools, when made in prescribed form; he may, however, in his discretion, refer the matter to the State Board of Education, whose decision shall always be final. But appeals shall lie in all cases from the decisions of the Superintendent of Public Instruction to the State Board of Education.

Seventh. Copies of his decisions and of the decisions of the board, as well as of all his official papers, shall be kept on file in his office, and be open to the inspection of persons concerned.

Eighth. He shall also preserve, in convenient arrangement in his office, all such documents from other States and governments, books or pamphlets on educational subjects, school books, apparatus, maps, charts, and the like, as have been or shall be furnished gratuitously for public use, or purchased for the use of his office.

Ninth. He shall annually, and as often besides as he may deem necessary, prepare a scheme for apportioning the money appropriated by the State for public free school purposes among the several counties and cities, on the basis of the number of children between the ages of seven and twenty years in each school district, as ascertained from the census last taken, or, in default of that, from the latest and best official authority accessible to him. This scheme shall be accompanied by summaries of the data on which the same is founded, and a copy thereof, and of the summaries aforesaid, shall be furnished to the Second Auditor, to each division superintendent of schools, and to each county and city treasurer.

Tenth. He shall provide for his office a suitable official seal, with which he may authenticate official documents.

Eleventh. He shall annually submit to the State Board of Education, on or before the first day of November, a detailed report of his official proceedings for the year ending the thirtieth day of June preceding, exhibiting a plain statistical account of receipts and expenditures for public free schools, and of their condition and progress, showing the number of children, male and female, white and colored, respectively, in the State, and in each county, city, and school district, between the ages of seven and twenty years, the average and total number at school during the year, wages paid teachers, the amount of each branch of school expenditure severally, the cost of education per scholar, and whatever else may tend to show the degree of success and usefulness of the system; he shall also be at liberty, and it shall be his duty, to offer suggestions to the State Board of Education and to the General Assembly concerning matters pertaining to his department at any time that the public interests seem to him to require it.

Examination and Certification of Teachers

NOTE.—**The distinguishing feature of this system of State examination and certification of teachers is found in the provision whereby the services of division superintendents are utilized in a dualistic or two-fold examination of the papers. The papers are valued first by the division superintendent in whose county or city they are prepared and afterwards by a member of the State Board of Examiners, which board is composed of division superintendents and leading teachers, one member for each subject embraced in the examination. As this board prepares the examination questions and passes finally on the answer papers, as nearly perfect a State standard as possible is attained. Upon the results of the examinations certificates are issued by the Department of Public Instruction, which certificates must be endorsed by the superintendent of the division in which the holders desire to teach. The board meets twice a year in Richmond following the April and July examinations, and the papers are valued and verified and all reports or certificates are placed in the hands of the applicants and division superintendents within twenty or thirty days after the examination closes.**

The requirements for first, second, and third grade certificates have been made simpler, and the provisions for renewing first and second grades less burdensome. Additional certificates have been provided for those who have had the benefit of higher training in order to relieve teachers as much as possible of the burden of examination. These certificates cover every worthy character of training provided in Virginia, it being the design of the State Board of Education to have each certificate show on its face the basis on which it is granted.

2. *State board of examiners.*—A State Board of Examiners shall be appointed by the board, upon nomination of the Superintendent of Public Instruction, and shall serve at the pleasure of the board or the Superintendent.

The Board of Examiners shall prepare questions for such examinations of applicants for certificates to teach as the Superintendent of Public Instruction may direct, pass finally upon the answer papers of such applicants, and perform such other duties as the Superintendent may require. The compensation of the examiners shall be fixed by the board.

3. *When examinations held; notice given.*—1. Two uniform examinations shall be held annually in the various school divisions—one in April, the other in July.

2. Examinations shall also be held at the State Summer Schools annually in July.

3. Examinations on the Reading Course for the extension of certificates shall be given on the last day of the April examination as well as on the last day of the July examination.

4. Examinations on high school and special subjects shall be given in April as well as in July.

5. Examinations held in the various school divisions shall be under the supervision of the division superintendents; those at the summer schools under the supervision of the conductors thereof; all to be conducted in accordance with such regulations as the Superintendent of Public Instruction may prescribe.

6. The Superintendent of Public Instruction shall name the days on which all examinations shall be held and give due notice thereof.

7. Division superintendents shall give notice at least thirty days in advance of the time fixed for examinations to be held in their respective divisions.

4. *How examination questions sent to division superintendents.*—Examination questions shall be sent under seal to division superintendents by the Department of Public Instruction.

5. *Subjects embraced in uniform examinations.*—Examinations will begin promptly at 9 A. M. each day. Subjects for the first day are: Geography, spelling, grammar and composition, theory and practice of teaching, and civil government and reading. Subjects for the second day are: Drawing, physiology and hygiene, arithmetic, history of Virginia and United States history. Subjects for the third day are: Elementary algebra, science and English history or general history. Writing will be graded from Form E, No. 2.

See regulations 45-49, inclusive, and 54, as to subjects, percentages, and other requirements for certificates issued on examination.

6. *Age of applicants.*—No applicant under eighteen years of age shall be permitted to take the examination.

Applicants for first grade certificates must be at least nineteen years old.

7. *Applicants to notify division superintendent.*—In order that proper arrangements may be made for the convenience of the teachers, it is highly important that each applicant notify the division superintendent at least two weeks in advance of the examination.

8. *Superintendent to employ assistant; county board to compensate.*—As examinations for white and colored teachers will be held on the same day and in separate places, it will be necessary for the superintendent to employ one assistant at least in order that one may have charge of the white and the other of the colored applicants. The county school boards shall provide for the proper remuneration of these assistants.

9. *Regulations governing examinations.*—1. No one, except the superintendent, his assistant and applicants, shall be allowed in the examination room at any time during the examination.

2. The superintendent and his assistant shall exercise proper care in seating all applicants, and shall collect all books, tablets or papers, except such as are necessary for conducting the examination. He shall take care that the applicants are not crowded and that each has a separate desk or table.

Maps, charts, etc., shall be taken down, or turned face to the wall.

3. No explanation of any question should be made by the superintendent or assistant. The examiners will give credit for any reasonable interpretation of a question.

4. The superintendent shall number the applicants alphabetically in consecutive order, beginning with number one. Care should be taken to see that no two applicants of like race have the same number.

The papers shall be signed by each applicant to show county or city, number and race; for example: Accomac, No. 7, white. No name shall be signed to any paper.

When applicants from one division are examined in another division the papers must be numbered and signed as coming from the division in which the applicant is examined. Where applicants take the examination at one of the summer institutes the papers must be numbered as coming from the institute.

5. (a) Special attention is called to Form E, No. 2. This must

not be folded and must be kept absolutely clean. If any blank is soiled, the superintendent shall require the applicant to fill in another blank. This form is to be filed as a permanent record and it is imperative that it be returned in good shape. Each applicant should carefully fill in every part of section A of this form. If any part of section A is unanswered, a dash should be used to indicate that the omission is intentional. The superintendent should fill in section B. These forms are then to be forwarded with the papers and addressed to the Department of Public Instruction. (b) Teachers who take the Reading Course examination should fill out Form E, No. 2-R, and should attach to this form the certificate to be extended.

Those who take the examination on High School subjects should fill out the regular Form (E. No. 2), which should be marked under Section C, "For High School Subjects Only."

6. On the blanks for the names and corresponding numbers of the applicants the superintendent shall give the name and number of each applicant. This list is to be forwarded in a sealed envelope with the examination papers.

7. Only one subject shall be given the applicant at a time. When an applicant finishes an examination, he shall be permitted to take another subject, provided the subject is intended for that particular morning or afternoon. No afternoon subject shall be given during the morning of the same day.

8. No communication shall be permitted during the examination.

9. No applicant shall be permitted to leave the room during the examination on any subject until his papers on that subject are placed finally in the hands of the superintendent or his assistant.

10. All papers must be written with pen and ink. The subject, division in which applicant is examined, race and number of applicant shall be written at the top of each page. Answers must be written on only one side of the paper. Papers on each subject shall be arranged in order and securely fastened together. Papers must not be folded. In arithmetic and algebra the entire work must be given.

11. Applicants shall be required to number each answer to correspond with the number of the question, and make a dash where an answer is omitted.

12. Each applicant shall affix to each paper the following pledge, and sign his name by division, number and race: I have neither given nor received assistance in answering the foregoing questions.

13. In a letter to the Superintendent of Public Instruction, sent at the close of the examination, the division superintendent shall state number of white and number of colored applicants, what applicants, if any, dropped out during the examination, any irregularity occurring in the examination, and any further information in his possession that should be considered in awarding any applicant a certificate to teach.

14. The papers shall be arranged by number and assorted by subjects, not by applicants; then the papers of the white applicants, after being wrapped and labelled as to subject and division, shall be bound securely in one package. The papers of the colored applicants shall be arranged in the same manner.

15. In their letters forwarding the papers, the superintendents should name their assistants and the grade of certificate held by each.

16. The superintendent and his assistant should be prepared with fasteners for the papers of applicants so that each one may fasten his papers on each subject carefully.

Superintendents should see that the paper used by applicants is of uniform style and size (preferably legal cap). It is suggested that the superintendent furnish such supplies to the applicants at cost.

17. Either the superintendent or his assistant shall be present with the applicants during the entire examination.

18. Form E—No. 2, Section A, shall be filled out by each applicant and put in the hands of the conductor of the examination before the questions on the first subject are given to such applicant. The conductor shall be careful to see that the form is fully and accurately filled out and that the examination report to be combined (if a combination is requested), is attached to it.

19. The regulations designated in official circulars must be read to applicants before the examination begins.

20. A copy of the regulations concerning the examination and certification of teachers should be sent by each division superintendent to every teacher in his division.

10. *Instructions to division superintendents.*—Instructions in

regard to valuing and forwarding the papers shall be sent to division superintendents on or before the first day of examination.

(See "Appendix" for other instructions.)

11. *Division superintendents to notify Department of number sets questions desired.*—Division superintendents shall ascertain in advance the number of teachers who will take each examination and notify the Department of Public Instruction at least two weeks before the opening day of examination as to the number of examination sets desired.

12. *Disposition of papers.*—Within ten days after the close of the examination division superintendents shall forward the papers to the Department of Public Instruction where, after examination by the State Board of Examiners, they shall be kept for twelve months and then destroyed.

13. *Register of applicants for certificates.*—Every division superintendent shall keep a register of applicants for certificates to teach in his division in such form as the Superintendent of Public Instruction may prescribe.

14. *Certificates, how issued.*—No certificate in Virginia issued after April 1, 1912, shall be valid unless issued by the Department of Public Instruction. All certificates issued on examination shall be based on questions prepared and papers graded by the State Board of Examiners, as the Superintendent of Public Instruction may direct.

15. *How and when certificates may be extended or renewed.*—A certificate may be extended or renewed only by the Department of Public Instruction. Except under unusual or special circumstances no application for extension or renewal will be considered by the Department of Public Instruction prior to April 1st or subsequent to September 15th of the year in which the certificate expires. All applications for renewal or extension of certificates must be sent through the division superintendent, who will be furnished with suitable blank forms for that purpose. (See regulation 51)

Applications for certificates to graduates or students of registered schools and colleges must come, in all cases, through the principal or president of the school except in the case of a registered public high school, in which case the application must come through the division superintendent. Suitable blank forms will be furnished the officers mentioned in this paragraph.

16. *What certificates shall state.*—A certificate issued on the uniform examinations shall state the branches upon which the holder has been examined.

Every certificate shall bear on its face the term for which and the basis on which it is issued, and shall state the grade and character of school in which the holder is entitled to teach.

17. *Endorsement of certificate.*—To be valid in a particular county or city a certificate must be endorsed by the division superintendent thereof.

18. *Contract not legal without certificate.*—No teacher may legally be elected or paid by any school board in this State unless his application is accompanied by a statement from the division superintendent of the county or city in which he desires to teach that the said teacher holds a Virginia certificate in full force and effect, duly endorsed by the division superintendent.

An applicant for a school should not send his certificate to the clerk of the school board, but must send it to the division superintendent for endorsement, as provided in regulation 17. It will be the division superintendent's duty to return the certificate promptly with an accompanying statement showing that the certificate is, or will be, valid in his division for the year in which the applicant desires to teach. This *statement of the division superintendent* must be forwarded to the clerk of the school board, who shall retain it among his official papers, as evidence of authority to elect and contract with the said applicant. Any division superintendent who knowingly permits a person to teach in his division without a valid certificate duly endorsed as aforesaid, shall be subject to a fine of twenty-five dollars, to be imposed by the State Board of Education and deducted from his salary.

19. *May refuse to endorse applicant's certificate.*—A division superintendent may, for sufficient reason, refuse to endorse the certificate of an applicant, provided that his action in each case shall be promptly reported to the Superintendent of Public Instruction with the reason for such action.

20. *Certificate may be revoked.*—Every certificate is liable to revocation by the division superintendent for cause, subject to an appeal to the Superintendent of Public Instruction, provided the appeal be taken within sixty days from the revocation of the certificate.

21. *Registration and inspection of institutions.*—No institu-

tion in Virginia shall be registered as a university, college, normal school, junior college, or high school for the issuance of certificates to graduates of such school until it has been inspected by a representative of the State Board of Education and the board has acted favorably upon the report of its representative.

Any institution which, after being registered by the State Board of Education, fails to comply with the regulations of the board, shall be removed from the list of registered institutions.

22. *Recognition of universities and colleges in other States.*—(a) A degree from a university located outside of Virginia, which is a member of the Association of American Universities, or of the National Association of State Universities, shall be accepted as a basis upon which a university or collegiate certificate may be issued.

(b) A university or collegiate degree of a college outside of Virginia which is accepted by a member of the Association of American Universities as a basis for graduate work to the same extent as the degree of the same name granted by the said member of the association named, shall be accepted as a basis upon which a university or collegiate certificate may be issued, provided a record of the work completed is furnished the Department of Public Instruction by the president or registrar of the institution from which the applicant is graduated.

23. *Recognition of certificates from other States.*—A certificate issued by a county or city superintendent in other States will not be recognized, but a State certificate, that is, a certificate issued by a State Board of Examiners or by a State Superintendent, from a sister State, may be recognized as a proper basis upon which to grant a Virginia certificate, provided the applicant furnishes the Department of Public Instruction with official information as to moral character, educational training, experience, and the basis upon which the out-of-State certificate was issued.

24. *Reading course.*—The reading course is intended for all teachers holding certificates. It is designed to give information and cultivate a professional spirit among teachers. The reading course for each session will be published prior to the commencement of the school year.

The examination on the reading course will be held on the last day of each regular examination. It will embrace questions on the books chosen for the year in which the examinations are given as well as on the History of Education.

25. *When a teacher holding a third grade certificate is ineligible.*—No teacher holding a third grade certificate shall be elected or chosen in any case if a teacher holding a first or second grade, or any other certificate higher than a third grade, is available.

26. *Professional university certificate.*—The holder of a degree from a graduate school of a registered university based upon a curriculum which requires at least 10 per cent. of professional work for such degree, shall be granted a Professional University Certificate. This certificate shall continue in force for ten years and may be renewed for a similar period from time to time, as provided in regulation 51. *It entitles the holder to teach both high and elementary school branches.*

27. *Professional collegiate certificate.*—The holder of a baccalaureate degree from a registered college based upon a curriculum which requires at least 10 per cent. of professional work for such degree, shall be granted a Professional Collegiate Certificate. This certificate shall continue in force for ten years and may be renewed for a similar period from time to time, as provided in regulation 51. *It entitles the holder to teach both high and elementary school branches.*

28. *State normal school certificate.*—The holder of a diploma from a registered State normal school which requires at least two years of professional work—not less than twenty hours per week during each year—based upon the standard four-year high school course, which must in every case represent not less than sixteen units of work, shall be granted a State Normal School Certificate. This certificate shall continue in force for ten years and may be renewed for a similar period from time to time, as provided in regulation 51. *It entitles the holder to teach both high and elementary school branches.*

29. *City normal school certificate.*—The holder of a diploma from a registered City normal school which requires at least two years of professional work—not less than twenty hours per week during each year—based upon the standard four-year high school course, which must in every case represent not less than sixteen units of work, shall be granted a City Normal School Certificate. This certificate shall continue in force for ten years and may be renewed for a similar period from time to time, as provided in regulation 51. *It entitles the holder to teach both high and elementary school branches.*

30. *University certificate.*—The holder of a degree from a graduate school of a registered university shall be granted a University Certificate. This certificate shall continue in force for seven years and may be renewed for a similar period from time to time, as provided in regulation 51. *It entitles the holder to teach both high and elementary school branches.*

31. *Collegiate certificate.*—The holder of a baccalaureate degree from a registered college or university shall be granted a Collegiate Certificate. This certificate shall continue in force for seven years and may be renewed for a similar period from time to time, as provided in regulation 51. *It entitles the holder to teach both high and elementary school branches.*

32. *State military institute certificate.*—The graduate of a registered State military institute shall be granted a State Military Institute Certificate. This certificate shall continue in force for seven years and may be renewed for a similar period from time to time, as provided in regulation 51. *It entitles the holder to teach both high and elementary school branches.*

33. *State polytechnic institute certificate.*—The graduate of a registered State polytechnic institute shall be granted a State Polytechnic Institute Certificate. This certificate shall continue in force for seven years and may be renewed for a similar period from time to time, as provided in regulation 51. *It entitles the holder to teach both high and elementary school branches.*

34. *Junior college certificate.*—The graduate of a registered institution in Virginia which does not comply fully with the definition of a college, but which offers an approved four-year course, embracing at least the freshman and sophomore work of a standard college and having as required subjects not less than one year's work of college grade in English, history, mathematics and science shall be granted a Junior College Certificate. This certificate shall continue in force for five years and may be renewed for a similar period from time to time, as provided in regulation 51. A Junior College Certificate may also be granted to an undergraduate in a registered college in Virginia, who has completed two full years or more of college work, which must include at least one year of standard college work in English, history, mathematics and science. *This certificate entitles the holder to teach both high and elementary school branches.*

35. *Junior state normal certificate.*—A student completing one

(junior) year of professional work in a registered State normal school—not less than twenty hours per week during the year—when the course is based upon a standard four-year high school course, which must in every case represent not less than sixteen units of work, shall be granted a Junior State Normal Certificate. This certificate shall continue in force for seven years and may be renewed for a similar period from time to time, as provided in regulation 51. *It entitles the holder to teach only in the elementary schools.*

36. *Normal industrial certificate.*—The holder of a diploma from a registered normal school, which requires at least two years of combined professional and industrial work—not less than twenty hours per week during each year—based upon the standard two-year high school course, which must in every case represent not less than eight units of work, shall be granted a Normal Industrial Certificate. This certificate shall continue in force for seven years and may be renewed for a similar period from time to time, as provided in regulation 51. *It entitles the holder to teach only in the elementary schools.*

37. *Elementary professional certificate.*—The Elementary Professional Certificate which was issued upon the completion of one year of professional work in a registered State normal school, when the course was based upon a standard three-year high school course, has been discontinued, but the holder of such certifiacte may have it renewed as a professional first grade certificate, under regulation 51. *It entitles the holder to teach only in the elementary schools.*

38. *High school training certificate.*—A student completing the course of study prescribed for a normal training high school, which in every case requires four units in English, three in mathematics, two in history, two in science, three electives, and three units in normal training, shall be granted a High School Training Certificate. This certificate shall continue in force for three years, at the close of which period, upon a satisfactory State examination in the History of Education and one book of the State reading course, together with satisfactory evidence that the holder has been a successful teacher, the certificate shall be extended four years, and thereafter may be renewed for a period of seven years from time to time, as provided in regulation 51. *It entitles the holder to teach only in the elementary schools.*

39. *Summer school professional certificate.*—The holder of a Virginia first grade certificate issued in accordance with the provisions of regulation 44, or by the State Board of Examiners, or the holder of a Virginia first grade high school certificate who has had *at least five months of actual teaching experience before entering upon the work prescribed for a Summer School Professional Certificate,* shall be granted a Summer School Professional Certificate, under the terms and conditions hereinafter stated. This certificate shall continue in force for seven years and may be renewed for a similar period from time to time, as provided in regulation 51. The certificate which entitles the holder to enter upon the course of study herein outlined must be filed with and approved by the conductor of the summer school before the applicant may be registered and admitted to classes. *It entitles the holder to teach only in the elementary schools.**

The certificate which entitles a teacher to enter upon and pursue the course of study provided for a Summer School Professional Certificate may be revived or extended for one year from time to time, provided the holder completes successfully that portion of the professional work prescribed for the year during which the extension is applied for, but no certificate which has expired shall be revived for more than one year upon the basis of completing any one year of professional work.

Courses leading to the Summer School Professional Certificate shall be offered only in a school conducted at a registered college or normal school in Virginia and in out-of-State schools whose professional courses have been approved and registered by the State Board of Education; and an applicant for this certificate must make at least 75 per cent. on class standing and examination on the subjects required for the certificate. The work must be completed within a period of five years from the date of beginning if taken in summer terms of four weeks each, or in four years if taken in summer terms of six weeks each, and shall cover at least three terms of four weeks each, or two terms of six weeks each, occupying a minimum of 300 recitation periods of at least forty minutes each, provided that courses of college grade shall occupy a minimum of 180 recitation periods of at least sixty minutes each.

***Note.—Hereafter the holder of the Special First Grade Certificate described in regulation 53 will also be permitted to enter upon the work required for a Summer School Professional Certificate—Primary or Grammar Grade, but will not be eligible to enter upon the work prescribed for a Summer School Professional Certificate—Advanced Grade.**

(a) The course for a Summer School Professional Certificate—Primary Grade—must embrace the following: principles of teaching, with special emphasis on how to study, hygiene, drawing, primary industrial work, music and games; primary methods in reading, language, arithmetic, nature study and geography, observation work and practice teaching.

This certificate entitles the holder to teach only in the elementary schools.

(b) The course for the Summer School Professional Certificate—Grammar Grade, must embrace the following: principles of teaching, including how to study, hygiene, drawing, manual training or domestic economy or elementary agriculture and school gardening; methods of teaching language, reading, literature, arithmetic, civics, history, and geography; advanced observation work and practice teaching.

This certificate entitles the holder to teach only in the elementary schools.

(c) The course for the Summer School Professional Certificate—Advanced Grade, must embrace the following courses of college grade: Two required courses—English and education; four elective courses—to be chosen from any of the following branches: Agriculture, biology, field botany, chemistry, domestic economy, drawing, French, geography, German, history, hygiene and sanitation, Latin, literature, library methods, manual training, mathematics, music, philosophy, physics, and psychology.

This certificate entitles the holder to teach only in the elementary schools.

40. *Professional first grade certificate.*—The holder of a Virginia first grade certificate, issued under the provisions of regulation 44, since July 1, 1906, who completes the prescribed course in the normal training department of a first grade Virginia high school, or one year of professional work in a registered Virginia normal school, shall be granted a Professional First Grade Certificate. This certificate shall continue in force for seven years and may be renewed for a similar period from time to time, as provided in regulation 51. *It entitles the holder to teach only in the elementary schools.*

41. *Industrial first grade certificate.*—The holder of a Virginia first grade certificate or first grade high school certificate, who has had at least five months of actual teaching experience before en-

tering upon the work prescribed for an industrial first grade certificate, shall be granted an Industrial First Grade Certificate, under the terms and conditions hereinafter stated. This certificate shall continue in force for seven years and may be renewed for a similar period from time to time, as provided in regulation 51. The certificate which entitles the holder to enter upon the course of study herein outlined must be presented to and approved by the conductor of the summer school before he may be registered and admitted to classes. *It entitles the holder to teach only in the elementary schools.*

The certificate which entitles a teacher to enter upon and pursue the course of study provided for an industrial first grade certificate may be revived or extended for one year from time to time, provided the holder completes successfully that portion of the professional work prescribed for the year during which the extension is applied for, but no certificate which has expired shall be revived for more than one year upon the basis of completing any one year of professional work.

Courses leading to the Industrial First Grade Certificate shall be offered only in a school conducted at a registered college or normal school in Virginia, and an applicant for the same shall make at least 75 per cent. on class standing and examination on the subjects required for the certificate. The work must be completed within five years from the date of beginning and shall cover at least three terms of four weeks each, or two terms of six weeks each, occupying a minimum of 300 recitation periods of at least forty minutes each.

The course must embrace the following: Arithmetic (primary and grammar grades), American history, civics (with special reference to community life), English composition (including spelling, penmanship, punctuation and grammar), geography (primary and grammar grades), hygiene, principles of teaching (with special emphasis on how to study), methods in teaching arithmetic, reading and language, agriculture and any three of the following: bench work, cobbling, cooking, poultry raising, sewing and household handicrafts, including glazing, mending tinware, whitewashing and chair mending.*

*Note.—Hereafter the holder of the Special First Grade Certificate described in regulation 53 will also be permitted to enter upon the work required for an Industrial First Grade Certificate.

42. *First grade high school certificate.*—(a) The graduate of a Virginia high school having the four-year course of study (16 units) prescribed and approved by the State Board of Education for an accredited first grade high school, shall be granted a First Grade High School Certificate. This certificate shall continue in force for two years and *shall not be renewable,* but may be extended from year to year, provided the holder pursues successfully one of the courses outlined under regulations 39, 41, and 50, and completes that portion of the professional work prescribed for the year during which the extension is applied for.

(b) A graduate of a Virginia private preparatory school which has a course fully the equivalent of the course required for an accredited first grade high school and which has been duly inspected and accredited by the State Board of Education, may be granted a First Grade High School Certificate, which may be extended as provided in paragraph *a* of this regulation.

(c) A student who completes at least one year of standard college work (fifteen hours) in a registered college or junior college in Virginia shall be granted a First Grade High School Certificate, which may be extended as provided in paragraph *a* of this regulation.

A First Grade High School Certificate entitles the holder to teach only in the elementary schools.

43. *Second grade high school certificate.*—A graduate of a Virginia high school, having only a three-year course of study (12 units) prescribed and approved by the State Board of Education for an accredited second grade high school, shall be granted a Second Grade High School Certificate. This certificate shall continue in force for one year, and shall not be renewed or extended. *It entitles the holder to teach only in the elementary schools. This certificate cannot be used as the basis of professional work at summer schools.*

44. *First grade certificate.*—To obtain a First Grade Certificate the applicant must be at least nineteen years old, must have had nine months of successful experience in teaching, must make an average of 85 per cent. on the following subjects: Spelling, reading, writing, arithmetic, elementary algebra to quadratics, grammar (including composition), geography, history of the United States, history of Virginia, civil government (including the government of Virginia), drawing, theory and practice of teaching, physiology and hygiene, one branch of science (either physical geography or ele-

mentary agriculture), and one division of history (either general or English), and must not fall below 70 per cent. on any subject.

A First Grade Certificate based on the foregoing requirements shall continue in force for five years and may be renewed for a similar period from time to time upon satisfactory evidence that the holder has taught successfully for at least three of the five years (in Virginia), and that the other requirements of regulation 51 are fulfilled.

This certificate entitles the holder to teach only in the elementary schools.

An applicant who makes the First Grade average on the required subjects, but who has not had the requisite experience, will be issued a Second Grade Certificate, which may be changed to a First Grade Certificate after nine months of successful teaching.

A First Grade Certificate issued by a division superintendent of Virginia, which has finally expired, may be exchanged for a new First Grade Certificate, provided the holder passes the examination on the added subjects for a new First Grade Certificate, which are elementary algebra to quadratics, general or English history, and either physical geography or elementary agriculture.

45. *Industrial second grade certificate.*—The holder of a second grade or elementary (colored) Certificate, who has had at least five months of actual teaching experience, shall be granted an Industrial Second Grade Certificate under the terms and conditions hereinafter stated. This certificate shall continue in force for four years, and may be renewed for a similar period from time to time, as provided in regulation 51. The certificate which entitles the holder to enter upon and pursue the course of study herein outlined must be filed with and approved by the conductor of the summer school before the applicant can be registered and admitted to classes. *It entitles the holder to teach only in the elementary schools.*

The work for this certificate must be completed within the same period and shall be of the same character and extent as the work required for an Industrial First Grade Certificate, the terms of granting this certificate being identical with those governing the Industrial First Grade Certificate, except the provision that it is open to the holder of a Second Grade or the Elementary (colored) Certificate, which may be extended for one year from time to time, provided the holder has completed successfully at least one-fourth

of the required course during the year that the extension is applied for.

46. *Elementary certificate.*—The graduates of such colored secondary schools as have completed, in addition to the seven grades of elementary work as outlined in the State requirements, two years of high school work, or eight units, shall be granted an Elementary Certificate good for one year and renewable for a similar period under the terms and conditions set forth in regulation 51. *This certificate entitles the holder to teach only in the elementary schools.*

The course offered must include the following subjects: (1) English: grammar, composition and literature; (2) mathematics: elementary algebra to quadratics, review of arithmetic; (3) American history and civics; (4) hygiene and sanitation; (5) school management and methods; (6) industrial work (which must occupy not less than 80 minutes a day throughout the high school course and shall count for one unit in each year's work). The holder of this certificate shall be qualified to begin work for the Industrial Second Grade Certificate after one term of successful teaching experience in the public schools of Virginia.

47. *Second grade certificate.*—To obtain a Second Grade Certificate the applicant must not be less than eighteen years old, and must make an average of 75 per cent. on the following subjects: Spelling, reading, writing, arithmetic (including business forms), grammar (including composition), geography, history of the United States, history of Virginia, civil government (including the government of Virginia), drawing, theory and practice of teaching, physiology and hygiene, and must not fall below 60 per cent. on any subject.

This certificate shall continue in force for a period of two years and may be renewed for a similar period, as provided in regulation 51. *It is subject to only one renewal, and entitles the holder to teach only in the elementary schools.*

48. *Third grade certificate.*—To obtain a Third Grade Certificate the applicant must be at least eighteen years old, must make an average of 60 per cent. on spelling, reading, writing, arithmetic (including business forms), grammar (including composition), geography, history of the United States, history of Virginia, civil government (including the government of Virginia), physiology and hygiene, and must not fall below 45 per cent. on any subject.

This certificate shall continue in force for one year and shall

not be renewed. *It entitles the holder to teach only in the elementary schools.*

49. *Special certificate.*—The holder of a Virginia first grade or high school certificate may be granted a Special Certificate if engaged to teach special subjects, such as kindergarten, nature study or commercial branches. This certificate shall continue in force for five years and may be renewed for a similar period from time to time, as provided in regulation 51.

The foregoing provisions shall also apply to a teacher of music, drawing, manual training or domestic science, except that such teacher shall not be required to hold a first grade or a high school certificate as a prerequisite to granting him a Special Certificate. No teacher shall be granted a Special Certificate unless his training is shown to have been adequate for the duties he is expected to perform.*

A further exception is made in the case of an applicant for a special certificate to teach commercial branches, who shall be permitted to take the regular State examination on arithmetic, grammar and civil government and offer grades of not less than 85 per cent. on each of these subjects in lieu of presenting a first grade or high school certificate.

50. *Requirements for teachers of high school branches.*—An applicant who wishes to teach one or more subjects in the public high schools of Virginia may procure qualifying certificates by complying with the provisions of any of the four following sub-sections:

(a) Certificate on Diploma.—See provisions for certificates mentioned in regulations 26-34, inclusive.

(b) Certificate on Partial Completion of College Course.—A student of any accredited university or college may be issued a special certificate without further examination in any branch in which he holds a diploma or certificate from such university or college, granted for the completion of at least two years of work of college grade.

This special certificate shall continue in force for five years, and may be renewed for a similar period from time to time, as provided in regulation 51.

(c) Certificate on State Examination.—An applicant who

*NOTE.—**Special certificates covering the various subjects taught in city night schools may be issued under the provisions of the foregoing paragraph of this section.**

passes a successful examination, making a grade of not less than 80 per cent. on one or more high school subjects, may be granted a special certificate entitling him to teach such subjects. These examinations will be prepared by the Department of Public Instruction.

Those wishing to be examined at the April examination on such higher branches must notify the Department of Public Instruction not later than March 15th, stating the subjects they intend to take and the county or city to which examination questions should be sent. Similar notice should be given the superintendent of the division in which the applicants purpose taking the examination.

Requests for the July examination must be sent to the Department of Public Instruction not later than June 15th of the year in which the examination is to be held. Notice should also be given the superintendent of the division in which the applicants purpose taking the examination.

An applicant may take as many subjects as he desires. These examinations will be given in each regular State examination as follows: first day, English (grammar, rhetoric and composition, English and American literature), French (grammar and translation), German (grammar and translation); second day, mathematics (algebra, plane and solid geometry); science (physical geography, botany, agriculture, zoology, physics and chemistry); third day, history (ancient, mediaeval and modern, English and American, and civics); Latin (grammar and composition, translation of Caesar, Cicero and Virgil).

The separate subjects mentioned in the foregoing paragraph (except science) must be taken in their entirety. An average of 80 per cent. on the whole, with a minimum of 70 per cent. on any subdivision of each high school branch is required, except in the case of science, in which a special certificate may be issued on each subdivision, provided the grade be 80.

This certificate shall continue in force for five years, and may be renewed for a similar period from time to time, as provided in regulation 51. *It entitles the holder to teach all the elementary school branches, but only the high school branches named in the certificate.*

(d) Summer School Professional Certificate—College Grade—Minimum Entrance Requirements.—The holder of a Virginia First Grade High School Certificate or the holder of a Virginia First First Grade Certificate who presents satisfactory evidence of having

completed the equivalent of a standard four-year high school course, shall be granted a Summer School Professional Certificate—College Grade, under the terms and conditions hereinafter stated.

The certificate and other credentials which entitle the applicant to enter upon and pursue the course of study herein outlined must be presented to and approved by the conductor of the summer school before the applicant can be registered and admitted to classes.

The Summer School Professional Certificate—College Grade, entitles the holder to teach all the elementary branches, but only the high school branches named in the certificate.

General Requirements.—The courses prescribed in any of the branches hereinafter stated for the Summer School Professional Certificate—College Grade, must embrace no work unless it be of College Grade, requiring minimum hours or recitation periods of sixty minutes each. These courses must be taken in a summer school at a registered college or university and must be completed within a period of three years from the date of beginning. In all cases a statement of each professor under whom the course is pursued, to the effect that the applicant is highly proficient in his branch must accompany the final report.

The following "Content Table" gives the number of hours or recitation periods required in each branch, and in addition thereto the applicant must complete a course of thirty hours in educational psychology and the principles of teaching:

Content Table

Agriculture, 90 hours.

Botany, 60 hours.

Chemistry, 150 hours, of which 60 hours must be laboratory work.

Drawing, 90 hours.

English, 120 hours, including 30 hours in English Grammar, 30 hours in Rhetoric and Composition, and 60 hours in English and American Literature.

Domestic Science, 90 hours.

French, 90 hours.

German, 90 hours.

History, 120 hours, including 60 hours in General History, 30

hours in English History, and 30 hours in American History and Civics.

Latin, 90 hours, including a review of Caesar, Cicero and Virgil.

Manual Training, 90 hours.

Mathematics, 120 hours, including Algebra, Plane and Solid Geometry, and Plane Trigonometry.

Music, 90 hours.

Physics, 150 hours, of which 60 shall be laboratory work.

Physical Geography, 60 hours.

Zoology, 60 hours.

This certificate shall continue in force for seven years, and may be renewed for a similar period from time to time, as provided in regulation 51.

N. B.—This course must not be given at any school in Virginia unless it is specially mentioned and advertised in its literature; no supposedly equal course at any other than a designated summer school will be recognized or accepted by the Department of Public Instruction.

51. *How certificates may be renewed.*—All certificates, except those mentioned in regulations 38, 42, 43, and 48, shall be renewed under the following requirements and conditions:

1. The holder must furnish evidence that he has been a successful teacher.

2. He must make a written statement on the back of his certificate to the effect that he has read five books of the State Reading Course (giving the names of the books) during the life of the certificate to be renewed or since its date of issuance. These books may be chosen from any of those mentioned in the State Reading Course, whether adopted for the current year or not.

3. In addition to the foregoing, he must either attend an approved summer school or institute for at least twenty consecutive days during the life of the certificate or within sixty days after it expires, and must diligently pursue the course of study (taking not less than three classes) prescribed by the conductor of such school; or he must pass a successful examination on at least two of the books of the Reading Course, unless the History of Education is chosen, in which event no second book will be required.

Note.—Notwithstanding what is stated in the preceding paragraph, it is stipulated, and must be understood, that no attendance upon a summer school, which is used and counted in earning or completing a certificate, may be offered for the renewal of said certificate.

4. The examinations prepared for the Reading Course from year to year include questions only on the History of Education and the books adopted for the school year immediately preceding the date of the examinations.*

52. *Old professional certificates.*—Certificates issued upon the professional course of study prescribed by the State Board of Education in 1905 and revised in 1907 may be renewed, under the provisions of regulation 51, as Professional First Grade Certificates.

53. *Service certificates.*—(a) Virginia changed from a county to a State system of certification in 1905. In order that the transition might be made with as little friction and shock to the system as possible, a service certificate, called a Special First Grade Certificate, was in 1908 issued to every teacher who had held a first grade certificate six years immediately prior to 1907, and who presented to the State Board of Examiners satisfactory evidence of successful experience in the public schools of Virginia for the said six years, accompanied by a recommendation from the superintendent of the division in which he last taught. This certificate continued in force for five years, and it was provided that it might be renewed for a similar period from time to time as provided in regulation 51. *It entitles the holder to teach only in the elementary schools.*

(b) During 1912-1913 a further step was taken to bring the high schools also under a regular system of certification. This necessitated the establishment of a system of service certificates for high school teachers. Every teacher who had taught any high school branch successfully for at least three years prior to July 1, 1913, while holding a junior State normal, high school training, summer school professional, professional first grade, industrial first grade, high school or first grade certificate, was issued a "special service certificate" restricted to the branches actually and successfully taught as aforesaid. It was provided that this certificate should continue in force for five years and that it might be renewed for a similar period from time to time as provided in reg-

*NOTE.—**All applications for renewal or extension of certificates must be sent through the division superintendent, who will be furnished with suitable blank forms for that purpose. All teachers who take the State examination on the Reading Course are required to fill out Form E- No. 2 R, and attach to same the certificate to be renewed.**

ulation 51. This certificate entitles the holder to teach the elementary branches and the high school branches named therein.

54. *Life diplomas.*—Under the provisions of regulation 29, page 84, of the School Laws of 1901, life diplomas were issued on rigid and comprehensive State examinations. These life diplomas are still in full force and effect, and teachers holding them are authorized to teach in both high and elementary schools.

55. *Division of examinations—Provisional certificates.*—Two examinations shall be held each year—one in April and the other in July, and applicants who desire to divide the examinations may do so under the following provisions:

(*a*) An applicant may take part of the examination for a First, Second, or Third Grade Certificate in the spring and the remainder in the summer, provided he attends a Virginia summer school or institute for at least twenty days in the meantime.

(*b*) An applicant may take one-half or more of the required subjects for a First or Second Grade Certificate at the summer examination immediately at the close of the summer school or intitute where he has been in attendance for at least twenty days. If he shall attain not less than 85 per cent. on each of seven of the subjects required for a first grade certificate, or not less than 75 per cent. on each of six of the subjects required for a first grade certificate, including arithmetic and grammar in both cases, all other requisites being fulfilled, he shall be given a Provisional First Grade, or a Provisional Second Grade Certificate, as the case may be, good for one year only and not subject to renewal. The examination on which a Provisional First or a Provisional Second Grade Certificate is issued must be completed at the next spring or summer examination, when the results of both examinations will be combined and an appropriate certificate, bearing the date of the provisional certificate, will be issued under the general rules and regulations pertaining to certificates. *In every case, the examinations to be combined must be taken within fifteen months of each other.*

(*c*) When the course is divided, as stated in the preceding paragraph, only two examinations may be combined, and one of these must be taken at a State summer institute after a regular attendance of at least twenty consecutive days (one hundred recitation periods of at least 40 minutes each). No Provisional Certificate will be issued on that part of the examination taken prior to the session of the summer institute referred to in this paragraph.

Note also what is stated in the next paragraph on the subject of dividing examinations.

(*d*) The privilege of dividing the course for a First, Second, or Third Grade Certificate shall also be granted to any teacher who completes in a satisfactory manner 100 periods of work, as aforesaid, in the spring course of a normal training high school, or a similar amount of work in a registered Virginia normal school, during the regular term, provided the course is approved by the Department of Public Instruction. The first part of the divided course may be taken at either the spring or summer examination next succeeding the spring course in the normal training high school or State normal. If taken at the spring examination, it may be completed at the summer examination or at the following spring or summer examination without attendance upon a summer school or institute.*

(*e*) Only two examinations may be combined for a Second or Third Grade Certificate, but, when a teacher, by a combination of two examinations (one of which was taken at a summer normal after an attendance of 20 days thereon), has made an average of 85 per cent. on the twelve subjects required for a Second Grade Certificate, not falling below 70 per cent. on any subject, he may combine these grades with a third examination on the three added subjects required for a First Grade Certificate (which are elementary algebra, either physical geography or agriculture, and either general or English history); provided, however, that the third, or last, examination comes within fifteen months of the second examination. In no case will a combination of three examinations be allowed unless one of the examinations is taken at a summer school after an attendance of at least twenty days thereon.

(*f*) On account of the great amount of investigation and bookkeeping involved, the Department of Public Instruction *cannot undertake to duplicate reports of examinations that may have been lost or destroyed* by applicants desiring the benefits of a combination, and an applicant who seeks the advantages offered by this regulation must attach the report of the former examination to be combined to Form E—No. 2 when he takes the second examination.

56. *Certificate altered or erased to be returned to Department.* Any certificate on which an alteration or erasure appears must be

*NOTE.—**In no case will a combination be made unless the applicant attaches to Form E-No. 2 a certificate of Normal attendance and former examination report.**

taken up by the division superintendent and forwarded to the Department of Public Instruction.

57. *List of certificates which entitle holders to teach high school branches.*—The attention of the division superintendents and trustees is called to the following list of certificates which entitle the holders to teach high school branches:

Professional University Certificate,—issued to the holder of a degree from a graduate school of a registered university, based upon a curriculum which requires at least 10 per cent. of professional work for such degree.

Professional Collegiate Certificate,—issued to the holder of a baccalaureate degree from a registered college, based upon a curriculum which requires at least 10 per cent. of professional work for such a degree.

State Normal School Certificate,—issued to the holder of a diploma from a registered State normal school which requires at least two years of professional work—not less than twenty hours per week during each year—based upon the standard four-year high school course, which must in every case represent not less than sixteen units of work.

City Normal School Certificate,—issued to the holder of a diploma from a registered City normal school which requires at least two years of professional work—not less than twenty hours per week during each year and based upon the standard four-year high school course, which must in every case represent not less than sixteen units of work.

University Certificate,—issued to the holder of an M. A., M. S. or Ph. D. degree from a registered university.

Collegiate Certificate,—issued to the holder of a baccalaureate degree from a registered college or university.

Junior College Certificate,—issued to the graduate of a registered institution in Virginia which does not comply fully with the definition of a college, but which offers an approved four-year course, embracing at least the freshman and sophomore work of a standard college and having as required subjects not less than one year's work of college grade in English, history, mathematics and science.

State Military Institute Certificate,—issued to the graduate of a registered State military institute.

State Polytechnic Institute Certificate,—issued to the graduate of a registered State polytechnic institute.

Special Certificate,—issued to a student of any accredited university or college in any branch in which he holds a diploma or certificate from such university or college, granted for the completion of at least two years of work of college grade.

Special Certificate,—issued upon State examinations.—See regulation 50, sub-section (*c*).

Summer School Professional Certificate—College Grade,—See regulation 50, sub-section (*d*).

58. *Suggestions as to rank of certificates.*—For the convenience of trustees, it may be added that the Department regards the first class high school certificate as being of equal rank with the first grade certificate, and the industrial second grade certificate as being of intermediate rank between the first and second grade certificates. The certificates named in regulations 27-55, inclusive, are of higher rank than a first grade certificate, their relative value varying according to the grade taught and the character of work required, to be determined in each case solely by the district or city school board. These suggestions are made for the benefit of boards that desire to pay according to certificates.

59. *Notice to applicants as to change of terms of renewal of certificates.*—Applicants for certificates are particularly notified that the terms upon which any certificate is to be renewed will be the terms stated in the latest regulations and published literature of the State Board of Education at the time the certificate is presented for renewal, provided that every teacher will be allowed opportunity to adjust himself to any new terms or conditions and will be credited with work done under previous conditions as justice and equity may require.

Classification of Institutions Granting Baccalaureate or Graduate Degrees, etc.

60. *Definition of a university.*—The board will register as a university an institution (a) which requires for admission the completion of the curriculum of a standard high school with a four years' course, or in other terms, the completion of a course equivalent to not less than fourteen five-hour units: (b) which contains as a part of its organization a college of literature and science, as defined below; (c) which contains one or more professional schools,

as parts of its organization, in each of which an adequate professional course, based upon a preparation not less than that represented by the completion of a standard four-year high school course is offered; (d) which contains a graduate school, as a part of its organization, in which adequate courses leading to the degrees of master of arts and doctor of philosophy are offered.

61. *Definition of a college.*—An institution to be registered as a college must have at least six professors giving their full time to college work, a course of four full years in liberal arts and sciences, and must require for admission the completion of the curriculum of a standard high school with a four-years' course, or in other terms, the completion of a course equivalent to at least fourteen five-hour units, in addition to the usual pre-academic or grammar school studies.

62. *The five-hour units.*—The five-hour units mentioned above shall be the units defined in the regulations regarding admission to the University of Virginia.

63. *Conditioned students.*—No college or university shall admit a student under twenty years of age to partial standing, as a conditioned or irregular student, unless the student offers at least ten five-hour units, as defined in regulation 62; and a student so admitted shall absolve the units on which he is conditioned, within two years of the date of his registration. No work counted toward the removal of entrance conditions can also be counted for a degree.

64. *Special students.*—A student at least twenty years of age may be admitted as a special student, not candidate for a degree, to a university or college, without satisfying in full the usual entrance requirements [see regulations 60, 61 and 63]; provided (*i*) that he is not admitted to classes for which entrance examinations are required, unless he passes such examinations; and (*ii*) that he gives proof of adequate preparation for the course sought.

65. *Advanced standing.*—Advanced standing shall be granted by a registered college for work done at a secondary school only after the candidate shall have passed a written examination, held by the college, on the work in question. The examination should be held at the college before the candidate is admitted to the advanced class in question. However, the candidate may be admitted to the advanced class tentatively, provided that the examination on the preliminary work is held within four weeks of the time that the candidate enters provisionally the advanced class; and provided that if the candidate fails on the examination, he shall at once take

up in the regular college class the work for which credit was requested.

66. *Junior college.*—On and after June 1, 1914, only three grades of academic institutions above the grade of the high school, viz., the junior college, the college, and the university, will be recognized in this State. An institution to be registered as a junior college must present satisfactory evidence that it is doing at least the freshman and sophomore work of a standard college. The junior college may confer a diploma of graduation, but shall not confer any titled degree.

67. *Credits for work prior to registration of institution.*—Any applicant for a teacher's certificate who graduated from a registered college (or junior college) prior to the registration of that institution, shall be required to submit from the president of the college, the course completed by said applicant, which course, if found equivalent in grade and content to the present course, shall be the basis on which a certificate may be granted.

Graduates from higher institutions of Virginia, or other States, who apply for certificates to teach, may receive credit for any college or normal work done since 1890. The Department of Public Instruction is authorized to accept for credit such courses as, since this date, meet the requirements laid down in the regulations governing certificates.

Graduates of foreign institutions applying for Virginia Certificate Credits shall be allowed proper credit in the discretion of the State Superintendent after an investigation of the standing of their schools.

State Inspectors of Schools

68. Such State inspectors of schools as may be necessary shall be appointed by the board, upon nomination of the Superintendent of Public Instruction, and shall serve at the pleasure of the board or the Superintendent. They shall perform such duties as the Superintendent may prescribe, and their compensation shall be fixed by the board.

Division Superintendents

69. *Monthly reports.*—Every division superintendent shall make a monthly report to the Superintendent of Public Instruction, in form prescribed by him, which report shall be due at the office

of the Department of Public Instruction on or before the fifteenth day of the month next succeeding that for which the report is made.

70. *Penalty for delay of monthly report.*—Should the monthly report of any division superintendent of schools, required to be made by regulation sixty-nine, fail to reach the office of the Department of Public Instruction on or before the time prescribed in said section, such superintendent shall be liable to a fine of one dollar for every day's delay, to be deducted from his salary: provided, the whole amount of such fine shall not exceed one month's salary of such superintendent, and the same shall be imposed by the State Board of Education after notice to the party concerned.

71. *To make reports.*—It shall be the duty of each division superintendent to observe such directions and regulations as the Superintendent of Public Instruction may from time to time prescribe; to make special reports to that officer whenever required; and on or before the first day of September annually to make to him a report for the year ending the thirtieth day of June preceding, in such form and containing all such particulars as shall be prescribed and called for; and to supplement this report by an advisory report showing the school conditions in his division and making such suggestions as seem to be for the good of the schools. And until such annual report shall have been received at the office of the Superintendent of Public Instruction, the division superintendent shall not draw his August or subsequent instalments of pay from the State treasury. A brief abstract of the said annual report, unless the Superintendent of Public Instruction direct otherwise, shall be furnished to every newspaper published in the county.

72. *Penalty for delay of annual report.*—Should the annual report of any division superintendent of schools fail to reach the office of the Department of Public Instruction on or before the first day of September, such superintendent shall be liable to a fine of one dollar for every day's delay thereafter, to be deducted from his salary: provided, the whole amount of such fine shall not exceed one-half of the superintendent's salary for three months, and the same shall be imposed by the State Board of Education after notice to the party concerned.

73. *Inspection of record and account books.*—It shall be the duty of superintendents to inspect the record and account books of district clerks from time to time during the year; to see that such books are neatly and correctly kept; to see that all school funds are

properly applied, and that the money set apart exclusively for the pay of teachers is not used for any other purpose.

74. *Reports from treasurers.*—Superintendents shall require county treasurers to report to them on or before the tenth day of December of each year, and thereafter at intervals of three months, until their final settlement at the close of the fiscal year, the amount of State school money received; the number and amount of warrants on the State school fund presented for payment; the number and amount paid by the treasurer; the balance of State funds on hand and to what districts due; the amount of county school funds received and apportioned to the districts by the superintendent; the number and amount of warrants on the county fund presented for payment; the number and amount paid by the treasurer; the balance of county funds on hand and to what districts due; the amount of district taxes collected for the respective districts, with the number and amount of the warrants on the several districts presented and paid, and the balance due the districts; also the amount of county school tax collected which has not been apportioned to the several districts by the superintendent.

75. *Apportionment scheme.*—Each superintendent shall prepare annually, and at such other times as may be necessary, under directions from the county school board, a scheme for apportioning the State and county school funds among the school districts within each county under his supervision; a copy of which scheme shall be furnished to the county treasurer and to the clerk of each school district, and also to the editor of each newspaper published within the county.

76. *Apportionment of funds.*—Whenever the treasurer reports county school money on hand, or the superintendent knows that it should be, the superintendent shall immediately take steps to have said fund apportioned to the several districts as provided by section 1447, sub-division 3, of the Code of Virginia [section 39 of school law], and shall notify the district clerks, in writing, of the amount apportioned to their respective districts, as well as the amount of district tax in the hands of the treasurer belonging to their districts.

77. *Apportionment to be recorded.*—In the records required to be kept, superintendents shall enter in full the scheme of each apportionment of State and county school funds made to the several

districts of their respective counties, showing the amount and date of said apportionments.

78. *Where supplies of text-books on sale.*—Superintendents shall report to the Superintendent of Public Instruction the names of convenient places in their respective divisions for the sale of the text-books selected by the State Board of Education and see that adequate supplies of the books are brought within easy reach of the pupils and sold at the prices fixed by the board. They shall promptly notify the Superintendent of Public Instruction of any departure from such prices or any failure to furnish promptly all books necessary for the use of the schools in their respective divisions.

79. *Distribution of reports, forms, etc.*—Superintendents shall distribute promptly all reports, forms, laws, and regulations which may be received from the Superintendent of Public Instruction, and in accordance with his directions.

80. *Enforce laws, regulations and decisions.*—Superintendents shall explain the school system and give information about it on all suitable occasions, and shall take care that all school laws and regulations are strictly enforced and that the decisions of the Superintendent of Public Instruction, and of the State Board of Education, upon controversies relating to the school laws of the State, or to the regulations prescribed by the State Board of Education, are complied with by the persons concerned. In case such decisions are not complied with, the division superintendent shall inform the Superintendent of Public Instruction thereof, and state the circumstances connected therewith.

81. *Penalty for failure to furnish information.*—Should any division superintendent of schools fail to furnish by the time prescribed by the Department of Public Instruction such information as may from time to time be called for by said department, by letter, circular, or otherwise, he shall be liable to a fine of one dollar for every day's delay, to be deducted from the salary of such superintendent: provided, the whole amount of such fine shall not exceed one month's salary of such superintendent and the same shall be imposed by the State Board of Education after notice to the party concerned.

82. *Secretary to report delinquent superintendents.*—The secretary of the State Board of Education shall from time to time report to the board the names of all superintendents upon whom fines

may be imposed for failure to comply with the requirements of regulations eighteen, seventy, seventy-two and eighty-one, and shall promptly notify said superintendents of his action.

83. *Organization of boards of trustees.*—It shall be the duty of superintendents to assist in the organization of boards of district school trustees, with the privilege of being present at all meetings of such boards, and of participating in the discussion of questions therein, but not of voting.

84. *Reports from district clerks.*—Superintendents shall require from clerks of boards of district school trustees annually, and oftener if necessary, such detailed reports of the statistics touching the public free schools of their respective districts as the said superintendent shall prescribe.

85. *To hear appeals.*—In all cases not otherwise provided for, an appeal may within ninety days be taken to the division superintendent concerning the acts of any person connected with the school system or the action of any school board within his bounds, by any teacher or school officer, or by five or more interested heads of families who may feel themselves aggrieved, and from the division superintendent of schools to the Superintendent of Public Instruction, who, if he cannot satisfactorily adjust the same, shall, in his discretion, grant an appeal to the State Board of Education, and that board shall finally decide all questions at issue.

The application for such appeal, and all evidence in support of or in opposition thereto shall be in writing: provided, that the State Board of Education may, in its discretion, after an appeal is granted to such board, hear oral testimony upon any issue presented by the appeal. But in all cases of appeal to the Superintendent of Public Instruction all evidence must be reduced to writing.

86. *To administer oaths, etc.*—Every superintendent shall administer oaths and take testimony in all matters relating to public schools, whenever required, in cases pending or to come before himself or before the Superintendent of Public Instruction, or before the State Board of Education; and he shall also administer the oath of office to school trustees when called upon to do so.

87. *Visitation of schools.*—It shall be the duty of every superintendent to visit and inspect each school in his division at least once during each session, and twice if the whole number of schools does not exceed seventy-five, or to report in writing to the Superintendent of Public Instruction a reasonable excuse for not doing so.

He shall inquire into all matters relating to their management, the course of study and mode of instruction therein, their text-books and discipline, the condition of the school-houses, sites, outbuildings, and appendages, and in general into whatever concerns the usefulness and perfection of the public free schools under his supervision; to examine the records and official papers of the school district, and teachers in relation to their duties, and to call especial attention to any neglect or violations of any laws or regulations pertaining thereto; and, when necessary, to take lawful measures to abate nuisances or to condemn as unfit to be longer used any school-houses the occupancy of which, for any reason, is likely to endanger the health of the pupils.

88. *County institutes, teachers, and so forth.*—It shall be the duty of superintendents to promote the improvement and efficiency of teachers by all suitable and proper methods, under directions from the Superintendent of Public Instruction; and to this end they shall encourage and assist in the organization and management of county institutes, of which at least one shall be held during each school session, and they shall labor in every practicable way to elevate the standard of teaching in the public schools and improve their condition. It shall be the duty of the superintendents to preside over these county institutes. They shall also endeavor by all proper means to promote an appreciation and desire for education among the people.

89. *Provision for a patrons' day.*—The superintendents shall require the principal of each school in his division to have a patrons' day, to be held on the school premises during the school term. On this day all patrons shall be invited and suitably entertained by school exercises. Advantage shall be taken of this day to give the patrons full information of the conditions and needs of the schools.

90. *To keep a record.*—Every superintendent shall keep in a bound volume a record of his own official acts, and shall file methodically all official papers.

91. *Trustee to act as division superintendent of schools.*—In case of any vacancy in the office of division superintendent of schools occurring when the State Board of Education is not in session, the Superintendent of Public Instruction is authorized to designate a school trustee of the division to serve as superintendent until an appointment is made by the State board.

92. *Superintendent to assign teachers.*—The division superintendent in cities shall have exclusive authority to assign to their respective positions all teachers and principals employed by the school board, and to reassign them at his discretion: provided, that no change or reassignment shall affect the salary of any teacher.

Trustees

93. *Oaths of office.*—Every district school trustee, before entering upon the duties of his office, and within thirty days after notice of his appointment, shall take and subscribe the oaths prescribed by sections one hundred and sixty-eight and one hundred and sixty-nine of the Code of Virginia [sections 75 and 76 of school law]. As soon as the oaths shall have been taken and subscribed before the division superintendent of schools, or any other officer authorized to administer an oath, and a minute of said qualification entered of record in the clerk's office of the circuit or corporation court, in form prescribed by the Superintendent of Public Instruction, the form shall be returned to the clerk of the school trustee electoral board.

94. *Stated meetings.*—District school boards shall hold stated meetings, the exact date of such meetings to be fixed by the boards. Special meetings may be called by the chairman, or by the other two members of the board, of which all the members shall have due notice.

95. *Power to elect and contract with teachers.*—District boards of school trustees have full power to employ teachers, subject only to the statutes regulating the eligibility of teachers and the board of appeal provided for in sections one thousand four hundred and fifty-five and one thousand four hundred and eighty-seven of the Code of Virginia [sections 25 and 29 of school law]. In all cases teachers must be elected, and terms of contract with prescribed, at a regular or called meeting of the board.

96. *Contracts with teachers; how executed.*—District boards must enter into written contracts with teachers before the teachers enter upon the discharge of their duties; but said boards shall not enter into a contract with any person to teach a public school until said person presents a certificate of as high grade as the school for which he applies. Contracts with teachers shall be executed on behalf of the board by the clerk unless the board shall designate some other member thereof to execute the same.

97. *Penalty for failure.*—Should any district school board fail to enter into written contract with any teacher employed in the district, in form prescribed by the Superintendent of Public Instruction, the members of such board thereby subject themselves to a fine of not less than five nor more than fifty dollars for each offense.

98. *Report to superintendent.*—Boards of school trustees shall, immediately upon contracting with a teacher, report the fact in writing to the division superintendent, giving the teacher's name and post-office, the number of the school he is to teach, and the amount of salary agreed to be paid, in form prescribed by the Superintendent of Public Instruction. This salary, if confirmed by the division superintendent, shall not be increased or diminished during the year without his written consent.

99. *Election of teachers by patrons.*—While the district board has full authority to employ teachers, the board may elect to submit the question of a teacher to the patrons of a school, in which case the proceedings shall be governed by the following regulations:

First. The board shall call a meeting of the patrons by due proclamation and by posting a notice of the time and place of meeting at least ten days before it is to be held on the front door of the school-house and at three of the most prominent and convenient places in the district. At this meeting the chairman, or some other member of the board, shall preside, if present; if no member of the board be present, the meeting shall elect a chairman and also a secretary.

Second. The clerk of the district board shall provide the meeting with a list of patrons of the school, which list shall embrace the names of all those who pledge themselves to send their children to said school for the current school year.

Third. The secretary of the meeting shall ascertain whether a majority of the children are represented. If they are, the chairman shall declare the meeting organized and ready to proceed with the election of a teacher for the school.

Fourth. The election shall be by ballot unless otherwise determined by the meeting.

Fifth. No teacher shall be eligible to be voted for unless he presents to the meeting a certificate of qualification issued to him according to law and in full force at the time of such meeting.

Sixth. Before voting for a teacher, the patrons must pledge themselves to support the one selected by the meeting.

Seventh. Immediately upon the adjournment of the meeting, the secretary thereof shall report the proceedings to the chairman of the district board, who, if a teacher has been elected, shall cause a contract to be immediately given him by said board.

Eighth. In case a majority of the children were not represented at the meeting, the board may either call another meeting or declare its determination to elect a teacher regardless of the action of the patrons; but if a majority of the children were represented at the meeting, then the board must be governed by its action.

100. *Length of daily session.*—The time of opening and closing school shall be prescribed by the district board of school trustees, subject to the approval of the division superintendent: provided, that where an intermission of thirty minutes or more is given no school shall open later than 9 o'clock a. m., nor shall any school be taught less than five hours each school day, including the necessary time for appropriate opening exercises. The time of opening and closing schools, with the intermission to be given, must be specified in contracts made with teachers.

101. *Board may close school.*—The board of school trustees of any school district in which a public school has been closed for sufficient cause before the expiration of period for which it was required by contract to continue, is hereby authorized, with the written approval of the division superintendent, to pay the teacher of every such school as much of his salary as may be due for the time the school was taught.

102. *Estimate of funds.*—At the March meeting every district school board shall prepare an estimate showing the amount of money which will be needed in the district during the next school year for providing school-houses, furniture, apparatus, text-books for indigent pupils, and all other lawful means and appliances needful for the successful operation of the schools. Said estimate shall be filed with the division superintendent, to be by him laid before the county school board.

103. *Disposition of school funds.*—The proceeds of State and county school funds must be used exclusively for the pay of teachers; provided that if, after a fair scale of salaries for teachers has been provided, there remain any residue, the same may be used for the

pay of drivers of school wagons. The district school fund arising from the district school tax is under the control of the district school board, and shall be used for building and furnishing school-houses and defraying the contingent expenses of the schools of the district. The district fund should not be used for any other purpose until the district has been provided with comfortable, sightly, and well furnished school-houses. Any residue of the district funds should be used, as far as possible, for the pay of teachers.

104. *School holidays.*—At the annual meeting of the county school board in August, district boards shall declare what days shall be designated as holidays for the next school year, which days shall be approved by the county school board and must be the same throughout the county. The division superintendent, upon the opening of the schools, shall notify teachers of the days so fixed.

105. *Report of school work.*—At the August meeting the several boards shall prepare a detailed report, embracing a full statement of all the school work done in the respective districts for the school year ending the thirtieth of June preceding, in such form as may be prescribed by the Superintendent of Public Instruction. This report shall be delivered to the division superintendent on or before the date fixed for the annual meeting of the county school board.

106. *Enforcement of laws and regulations.*—It is the duty of all school officials to acquaint themselves with the school laws and regulations, and to see that they are carried into execution; and they are urged to tolerate nothing that might tend to impair the public school system or in any way interfere with the efficiency of the schools.

School-houses

107. *Plans for school-houses.*—District school trustees should exercise the greatest care in the selection of plans and sites for school-houses, and shall see to it that these buildings are properly constructed and furnished with the necessary conveniences and appliances in accordance with the provisions of section sixty-one of the school laws. No school-house shall be contracted for or erected until the plans and specifications for the same, as well as the location, shall have been examined and approved in writing by the di-

vision superintendent of schools, who likewise shall be governed by the provisions of said section sixty-one.

108. *Care of school-houses, and so forth.*—It is the duty of the district trustees to visit the schools in their respective districts while they are in operation and to see that they are in proper condition; to aid the teachers in maintaining discipline and in all movements intended to improve the schools and promote education; and in vacation to see that the houses are securely locked and the school property carefully preserved.

109. *Consolidation of schools.*—The statute law requires the State Board of Education to guard by regulation against such a multiplicity of schools as will cause a low grade of instruction in them, or otherwise impair their efficiency. District school boards are therefore urged, and it is their duty, to co-operate with division superintendents in preventing the establishment and maintenance of small ungraded rural schools, especially where such schools are not absolutely necessary. Wherever it can be done, several small schools should be combined into one good graded school, with two or more teachers and a longer term.

Common Schools—High Schools

110. *Classification of schools.*—The public free school system of Virginia under the control of the State Board of Education shall consist of common schools and high schools.

111. *Common school branches; graded course of study.*—In all the common schools, including primary and grammar grades, the following subjects shall be taught: orthography, reading, writing, arithmetic, grammar, geography, history of the United States, history of Virginia, physiology and hygiene, drawing, civil government, and morals and manners; instruction relating to the prevention of accidents shall also be given; and local school boards may provide for the introduction of music, nature study, manual training, and elementary agriculture into the schools. In each school division a graded course of study, as uniform as practicable, and embracing all the required common school branches, should be adopted for all the schools in that division.

112. *High schools and higher branches.*—In the high schools such studies shall be taught as are prescribed in the high school course of study.

113. *High schools receiving State aid.*—The districts in which high schools receiving State aid are located shall offer upon fair and equitable terms the privileges of the high schools to all districts of their respective counties which shall share jointly in the support of the respective high schools, subject, however, to the general supervision and confirmation of the State Board of Education.

114. *Standard of requirements for high schools; foreword.*—Three distinct courses are prescribed for the three classes of high schools: the third grade school with a two-year course; the second grade school with a three-year course, and the first grade school with a four-year course.

The requirements outlined for the primary and grammar schools must be fully completed before any student is admitted to the high school.

The amount of work to be accomplished by each grade of school is expressed in units, and the value of each subject is likewise indicated in units. *A unit means a recitation period of forty minutes, five times a week, for thirty-six weeks, devoted to the completion of an assigned amount of subject matter.*

The third grade high school shall offer at least eight units as specified in the requirements given below for "a third grade high school," and the second grade high school shall offer at least twelve units, as specified in the requirements given below for "a second grade high school."

While the thirty-six weeks' term is urged for both the second and third grade high school, nevertheless, where the conditions seem to demand it, the term may, with the consent of the Department of Public Instruction, be reduced to thirty-two weeks. In such case, however, *eight* grades should be provided below the high school.

In case of reduction either of the weeks in the term or of the minutes in the recitation, the value of the work as expressed in units shall be reduced *pro rata.*

The first grade high school shall offer and require not *less* than *sixteen* nor *more* than *eighteen* units for graduation, with a term of thirty-six weeks, and with recitation periods forty minutes in length. No reduction in the length of the term or of the recitation period may be made in the high school department of a first grade high school, but, where conditions seem to demand it, the elementary grades of the high school may be reduced to thirty-two weeks, pro-

vided *eight* grades instead of seven shall be provided in the elementary department of the high school.

115. *Requirements for a third grade (two year) high school.*—

1. The full time of at least one teacher must be given to the teaching of high school subjects.

2. At least two teachers must give their entire time to instruction in the elementary grades.

3. A minimum of one period (forty minutes) three times a week must be given by the principal to observation and supervision.

4. A standard system of records shall be kept, in permanent form, of the work of each pupil in the school.

5. When the texts selected for use in Science are those indicated in the list of High School text-books as requiring laboratory, ample laboratory equipment and laboratory instruction shall be provided.

6. All teachers in the high school department must hold certificates authorizing them to teach the high school subjects, or grades which are assigned to them.

7. An enrollment of not less than fifteen pupils must be maintained in the high school department.

8. Not less than eight nor more than ten units shall be required for the completion of the course offered. These units shall be distributed as follows: English, 2; Mathematics, 2; History, 1; Science, 1; Electives, 2; total, 8.

116. *Requirements for a second grade (three-year) high school.*—

1. In addition to the principal, the full time of at least one teacher must be given to the teaching of high school subjects.

2. At least two teachers must give their entire time to instruction in the elementary grades, and where the number of pupils enrolled in the elementary grades exceeds seventy, one additional teacher must be provided for each thirty-five additional pupils.

3. A minimum of one period (forty minutes) a day must be given by the principal to observation and supervision.

4. A standard system of records shall be kept, in permanent form, of the work of each pupil in the school.

5. When the texts selected for use in Science are those indicated in the list of High School text-books as requiring laboratory, ample laboratory equipment and laboratory instruction must be provided.

6. All teachers in the high school department must hold certificates authorizing them to teach the high school subjects, or grades which are assigned to them.

7. Teachers holding second and third grade certificates, and High School Certificates, without experience, shall not be allowed to teach in the elementary departments of the high school.

8. An enrollment of not less than twenty-five pupils must be maintained in the high school department.

9. Not less than twelve nor more than fourteen units shall be required for the completion of the course offered. The units shall be distributed as follows: English, 3; Mathematics, 2; History, 2; Science, 2; Electives, 3; total, 12.

117. *Requirements for a first grade (four-year) high school.*—

1. In addition to the principal, the full time of at least two teachers must be given to the teaching of high school subjects.

2. At least three teachers must give their entire time to instruction in the elementary grades, and where the number enrolled in the elementary grades exceeds one hundred, one additional teacher must be provided for each thirty-five additional pupils.

3. A minimum of two periods (80 minutes) each day must be given by the principal to observation and supervision.

4. A standard system of records shall be kept, in permanent form, of the work of each pupil in the school.

5. When the texts selected for use in Science are those indicated in the list of High School text-books as requiring laboratory, ample laboratory equipment and laboratory instruction must be provided.

6. All teachers in the high school department must hold certificates authorizing them to teach the subjects, or grades which are assigned to them.

7. Teachers holding Second and Third Grade Certificates, and teachers holding High School Certificates, without experience, shall not be allowed to teach in the elementary department of the high school.

8. An enrollment of not less than 35 pupils must be maintained in the high school department.

9. Not less than sixteen nor more than eighteen units shall be required for graduation. The units shall be distributed as follows: English, 4; Mathematics, 3; History, 2; Science, 2; Electives, 5. Minimum total, 16; maximum total, 18.

Note.—No exception to or modification of these requirements

will be allowed, except in those schools where financial and educational conditions are so unusual as in the opinion of the Department of Public Instruction to warrant the making of special provisions for them. In each case, however, any and all exceptions to the requirements must be approved in advance by the Department of Public Instruction.

118. *Minimum requirements for a first grade normal training high school.*—English, 4 units; Mathematics, 3 units; History, 2 units; Science, 2 units; Normal Training Work, 3 units; electives, 3 units; total, 17 units.

1. A class of eight pupils.

2. Three teachers, including the normal training teacher, giving their entire time to high school work.

3. A reference library approved by the Department of Public Instruction to cost not less than $50.

4. An equipment of maps, globes and apparatus approved by the Department of Public Instruction.

5. A special normal training teacher whose training and salary shall be approved by the Department of Public Instruction.

6. A four-year high school course.

7. The pupils in the third and fourth year high school classes shall be admitted to the normal training classes according to the prescribed course of study.

Text-Books—Pupils, etc.

119. *Text-books, etc.*—The text-books and all maps, charts, and other appliances used in the schools embraced in regulation one hundred and ten, shall be selected from the list prescribed by the State Board of Education, in accordance with the regulations devised by said board.

120. *Pupils to be supplied with proper books.*—School officers and teachers shall require all children who apply for admission into the public free schools to be provided with such books as have been prescribed and duly selected under the regulations of the State Board of Education, and no child shall be allowed to remain in school unless he is provided with such books.

121. *Text-book list.*—There shall be kept in every school-room a copy of the list of text-books prescribed for use in that division, with a copy of the regulations of the State Board of Education concerning the same, that the pupils may be informed of the prices of such books fixed by the said board. Division superintendents shall

see that a list of said books is furnished to each teacher before the schools are opened.

122. *School month.*—The school month shall consist of four weeks of five school days each, and, in the discretion of the local school board, deduction may be made from the pay of teachers for every day they lose except such days as shall have been declared holidays by district school boards.

123. *Legal average attendance.*—An enrollment of at least twenty pupils, with reasonable assurance of an average daily attendance of that number, is required to constitute a public free school, and no public school shall be established or continued until this condition is complied with; but boards of trustees, when satisfied that there is not a sufficient number of children in any school neighborhood to entitle them to a school under this regulation, and that the geography of the district is such that no judicious rearrangement of the several schools can be so made as to furnish the minorities proper school facilities, may certify a statement of the case, with a diagram of the section to be accommodated, to the division superintendent, who shall forthwith visit the section in question, and if he finds that the statements made are correct, and that the neighboring schools are judiciously located and cannot be so arranged as to furnish the minorities fair school facilities, he may authorize the board of trustees to reduce the average attendance of such school to fifteen. In cases where the average attendance is reduced by reason of a factious spirit on the part of one or a few people, or in consequence of the proper or necessary exercise of discipline, prevalence of contagious diseases, or lack of proper supply of text-books, the district board may continue such schools, if they deem it advisable to do so: provided, that all such cases shall be reported to the division superintendent and be approved in writing by him.

But in special cases the Superintendent of Public Instruction, in his discretion, may, on the recommendation of the division superintendent, order such a school opened where an average of ten can be maintained.

124. *Admission of pupils from other districts into high or graded schools.*—Pupils may in all cases be admitted into the high schools or graded schools of more than one teacher by the authorities thereof without reference to the dividing lines of districts or counties, unless forbidden by act of Assembly. In this and in all other cases where pupils attend schools outside of their own districts in accordance with these regulations, the rate of tuition to

be charged by the district receiving the pupil against the district to which the pupil belongs, shall be a matter of previous agreement between the school boards of the two districts concerned.

125. *Attendance of children of adjoining district of another county.*—Whenever a school is so situated in one district that it may be advantageous for children of an adjoining district of another county to attend it, with the approval of the superintendent of the division in which the school is located, the board of the district from which such children attend shall, in the absence of agreement or when no agreement can be reached, pay to the district in which the school is located, for each of such children attending said school, the cost of education per pupil enrolled as determined by said division superintendent; provided that any person interested, or either of the district boards concerned, may appeal to the Superintendent of Public Instruction, either as to the attendance of such pupils or the cost of education as aforesaid.

126. *Admission of other persons; night or evening schools or classes.*—In order to extend educational privileges to persons (including those between the ages of 20 and 25 years) unable to avail themselves of the full benefits of the public schools—

(a) Any district board may, in its discretion, and upon such terms and conditions as the division superintendent may approve, admit such persons into any of the schools of the district, provided their admission will not, in the opinion of the board and the superintendent, impair the usefulness and efficiency of the schools. No such person shall be retained in any school to the detriment of the school or any of its pupils, or to the exclusion from the school of any child between the ages of seven and twenty years.

(b) Any district board may establish and conduct night or evening schools or classes as provided by section 102 of school law, upon such terms and conditions as the division superintendent may approve.

127. *Submission to regulations.*—Every person received into the public schools in accordance with the provisions of regulation one hundred and twenty-six shall submit to the regulations of the school and to the authority of the teacher in like manner as other pupils.

Teachers

128. *Who may not teach.*—No division superintendent of schools, district school trustee, county treasurer or deputy treasurer

shall teach a public school; nor shall any brother, sister, wife, son, or daughter of a district school trustee teach a public school in the district in which said trustee resides.

129. *Notice of charges.*—Due notice, and an opportunity to be heard, shall be given by district boards to any teacher or principal against whom charges involving character are made.

130. *Teacher's register.*—No teacher shall receive a warrant for his last month's pay until the register shall have been returned to the district clerk with all the required entries properly made therein.

131. *Enforcement of discipline.*—Teachers shall require of pupils cleanliness of person, punctuality, diligence, and good behavior during their attendance at school and on their way thither and back to their homes. In the enforcement of discipline teachers have authority, subject to such regulations as the district boards may prescribe, to inflict reasonable penalties, and for a sufficient cause they may suspend pupils from school until the case is decided by the district school trustees, which shall be with as little delay as possible: provided, that in all such cases of suspension the teacher shall promptly report the facts in writing to the district school board and to the parent or guardian of the pupil suspended.

132. *Sundry duties of teachers.*—It is the duty of teachers to improve themselves in the art of teaching by studying approved books on the subjects they are to teach, by attending summer normal schools, teachers' meetings and reading circles, and by making themselves thoroughly acquainted with some of the best books on pedagogy, school management, and the history of education, and also by reading educational periodicals and pursuing such a course of general reading as will best tend to increase their knowledge and usefulness as teachers.

They should see that the school-houses are kept clean and made comfortable and attractive, and should encourage the pupils to aid in this work. In case the school-house is in unsuitable condition or necessary supplies are needed, the teacher should report the facts at once to the clerk of the district school board or to the nearest trustee.

They should visit and establish cordial relations with the patrons of the schools and enlist their co-operation in every effort to improve school conditions.

They should exert themselves to establish school libraries and to form local education associations and school improvement leagues.

They should, in conjunction with the division superintendent and the district trustees, make arrangements for holding suitable public exercises on one day in every school year, to which all the patrons and friends of the school shall be invited, the necessary expenses for such exercises, unless otherwise provided, to be defrayed out of the district school fund by order of the district school board.

Teachers must make monthly and term reports to the division superintendent and such special reports as he may from time to time require of them.

They must not, without the consent of the district school board, engage substitutes; nor shall they, without such consent, close their schools on regular school days during the term for which they have contracted to teach unless they are compelled to do so by unavoidable circumstances.

Miscellaneous Provisions

133. *Medical inspectors of schools.*—The school boards of the cities and counties may, in their discretion, select and appoint medical inspectors of school children, whose duties and compensation shall be prescribed by the respective boards, and who shall report to and be under the control of said boards.

134. *Elections for public free school purposes.*—First. All elections held in any county or magisterial district or school district of this State for public free school purposes shall be superintended, conducted, and held under the law governing special elections generally as set forth in section 146 of the Code of Virginia—that is to say, they shall "be superintended and held, notice thereof given, returns made and certified, votes canvassed, results ascertained and made known," "certificates of election given by the same officers, under the same penalties, and subject to the same regulations as prescribed for general elections, except so far as may be otherwise provided"——in all particulars in conformity with the requirements and provisions of section 146 of said Code in regard to all special elections: provided, however, that the writ of election or order and notice of any election ordered by the board of supervisors of any county to be held for any public free school purpose in any county or district shall be posted by the sheriff of the county at each voting place in the county or district in which such election is to be held, at least ten days before such election, in accord-

ance with the provisions of sections 101 and 115 of said Code, which are hereby declared to be applicable to all such elections so far as practicable.

Second. The sense of the voters in any county or district on all matters which may be properly referred to said voters under the provisions of the school law, shall be taken and ascertained in the manner prescribed in the preceding regulation whenever any election shall be ordered for any school purpose in any county or district by the board of supervisors of the county or other authority empowered by law to order any such election.

135. *Collection of fines for benefit of literary fund.*—The Superintendent of Public Instruction, by and with the advice of the Attorney-General, is authorized to take such steps and employ such attorneys and agents for the collection of fines due the Commonwealth for the benefit of the literary fund as may be deemed necessary, the said attorneys and agents to be paid for their services out of actual collections made in each individual case such compensation as may be agreed on in writing: provided, that no such attorney or agent shall be employed to enforce the collection of any fine which has been imposed during the term of office of any attorney for the Commonwealth now in office in the State. When such collections are made, the net amounts thereof shall be turned into the treasury of the State to the credit of the literary fund as provided by law, and the Superintendent of Public Instruction, by and with the advice and co-operation of the Attorney-General, is authorized to make such compromise, settlement and adjustment of said fines as may be deemed right and proper and for the best interests of the school funds of the State.

APPENDIX

Instructions to Division Superintendents as to Examinations of Teachers.

1. *Dualistic or Two-fold Examination.*—The Department of Public Instruction utilizes the services of the division superintendents in providing for a dualistic or two-fold examination of the papers. They will be valued first by the division superintendent in whose county or city they are prepared, and afterwards by a State Examiner.

2. *How to Value Papers.*—The papers handed in by those taking the uniform examinations will be assorted as prescribed in Form E No. 18 and will be valued question by question by the division superintendent before they are forwarded to the Department of Public Instruction. The superintendent will place his valuation of the answer or answers to *each question or block of questions* on the left-hand margin of the paper and surround the numbers giving his grading with a circle. It is suggested that a blue pencil be used for this purpose. He will also enter the grades on Form E No. 4, in ink, and the totals in the proper column. *The name-slips (Form E No. 3) will be sealed in an envelope and sent in with the papers.* The superintendents will value all papers.

It is suggested that the superintendent value questions 1 or block 1 on all the papers of each subject and then pass to question 2 or block 2, and so on. This will save much time over the method of reading each paper through before the next is considered. This plan makes the grading more uniform also, and easier.

The foregoing, however, does not apply to the papers on High School subjects and on the Teachers' Reading Course. Division Superintendents need not examine or grade these. Put the papers on High School subjects and Reading Course subjects in a separate package, mark it "special" and send it to the Department of Public Instruction, where such papers will receive due attention.

Teachers who take the Reading Course Examination should fill out Form E No. 2—R and should attach to this Form the certificate to be extended. This is highly important.

Those who take the examination on High School subjects should fill out Form E No. 2—S. H. S.

To promote uniformity, answers are furnished the division superintendents on all subjects, except those pertaining to the Reading Course and High School examinations.

3. *One Person to Examine all Papers on a Given Subject.*—If the superintendent is aided in the examination of papers, he should divide the work by subjects and not by names. If two persons examine the papers on

one subject it is to the State Examiner just the same as if the papers came from two counties. *The person who examines the papers should write his name on each.*

4. *How Papers Are Arranged and Shipped.*—Do not fold papers; fasten the papers on one subject together in numerical order and be very careful to keep all the papers on each subject in one envelope (Form E No. 6) if possible, the papers of white and colored applicants being bound in separate bundles as heretofore. *Form E No. 10 must be fastened to the examination papers on that subject.*

5. *When Certain Forms Are Sent.*—Send Form E No. 11 at close of examination.

Send Forms E Nos. 2, 3, 4, 6 and 10 with shipment of papers not later than ten days after the examination closes.

Fill out Form E No. 4, Form E No. 6 and Form E No. 10 on all of the subjects valued by the division superintendent and be sure to mark with an X *every subject not taken* by an applicant. This is important as it will prevent the possibility of any errors.

Note.—These X marks should be inserted at the close of each examination.

Do not send papers to the Department by parcels post.

Destroy all old copies of Form E No. 2 and use only those copies that are sent you.

6. *Numbering Applicants.*—The numbers of applicants should correspond as nearly as may be with the alphabetical sequence of their names. Every element of regularity of this nature aids very materially in a large undertaking of this kind.

If the papers of colored applicants on any subject are placed in the same envelope (Form E No. 6) with those of white applicants and their numbering begins with 1, the superintendent may change the lower numbers on Form E Nos. 6 and 10.

7. *The Finishing Touches.*—One person in the Department will be charged with the duty of distributingthe papers to the examiners immediately after they reach the Department. The examiners will act promptly and return the papers almost daily to the Department, where a number of persons will be employed in tabulating results, issuing certificates, etc., in a regular and expeditious manner.

The reports will be sent to applicants. Certificates and copies of the reports will be sent to division superintendents. After making a record of a certificate and endorsing the same, the division superintendent will forward the certificate to its owner.

8. In all cases in which combinations are desired, as provided in Section 42 of Form E No. 19, *the certificate-report to be combined must be attached to Form E No. 2.* The importance of this regulation should be called to the attention of all teachers who desire a combination. The Department cannot take up valuable time in changing examination reports, returned after the work has been completed, and a report of same has been mailed to both superintendent and applicant. Hereafter the applicant's name will appear on Form E No. 2.

INDEX

Page

ACCIDENTS:
Instruction for prevention of, to give pupils, section 91 75
ADMISSION OF PUPILS:
See Pupils.
ADULTS:
Admission of, into schools—See Pupils.
AGRICULTURE:
All-day, part-time or continuation or evening classes in, section 50, sub-section 2 40
Conference for betterment of agricultural conditions, Governor may call, section 181, sub-section 6 145
Departments of, in certain high schools, section 96 79
Elementary, may be taught in common schools, section 50 40
Regulation 111 195
Promotion of, supervisors may make appropriations for, section 97 80
Section 182 145
Schools and departments of, establishment and maintenance of, section 50 40
AGRICULTURAL HIGH SCHOOLS:
Appropriations by State, section 151 122
By board supervisors, for establishment, equipment, or maintenance of, section 97 80
Books, appliances, etc., used in, selected by State Board Education, regulation 119 199
Buildings, suitable provided and equipped, including workshops, etc., section 96, sub-section 3 80
Centers for directing demonstration farm work, used as, under regulations prescribed by State Board Education and president V. P. I., section 96, sub-section 5 80
Course in agriculture, domestic arts and sciences, and manual training in addition to academic course, to be provided, section 96, sub-sections 1, 3 and 4 79
Female students, to be instructed in domestic arts and sciences, section 96, sub-section 4 80
Equipment to be provided by district board, section 96, sub-section 4 80
May also take course in agriculture, section 96, sub-section 4 80
Five acres of land for each school, to be acquired for demonstration in agricultural science, section 96, sub-section 1 79
One, at least in each high school in each congressional district to be selected by State Board Education, section 96, sub-section 1 79
Product of each student, careful account kept of, etc., section 96, sub-section 2 79
Proceeds sales of, application of, section 96, sub-section 2. 79
See High Schools.

ALCOHOL AND NARCOTICS: Page
Effect of, to be taught, section 88 75

ANNUAL REPORTS:
See the various boards and officers.

APPEALS:
Attendance and cost education, pupils from adjoining district another county, to Superintendent Public Instruction, regulation 125 201
Pupils from another district, to school trustee electoral board, section 98 81
Pupils whose parents or guardians reside in another district, to school trustee electoral board, section 99 81
Board of, school trustee electoral board, permanent, section 25 .. 29
Election of teacher, in matter of, section 49, sub-section 2 38
Regulation 95 191
Evidence in writing for, regulation 85 189
General—Five heads of families aggrieved, to division Superintendent, section 29 30
Regulation 85 189
To school trustee electoral board, section 29 30
From division superintendent to Superintendent Public Instruction, regulation 1, sub-section 6 157
Regulation 85 189
From Superintendent Public Instruction to State Board Education, section 7, sub-section 9 18
Regulation 1, sub-section 6 157
Regulation 85 189
In local matters generally, to division superintendent, regulation 85 189
Revocation of teacher's certificate, to Superintendent Public Instruction, regulation 20 164
School-houses, use of for certain purposes, granted by any trustee of district, section 62 46
Appeal to district board if trustee refuse, section 62 46
Appeal to school trustee electoral board by five citizens or county board of supervisors, section 62 46
School trustee electoral board, permanent board of, section 25 .. 29
Teacher or school officer, by, regulation 85 189
Title to real estate for school purposes, as to examination and approval of by attorney at law, section 57 43
Appeal to circuit court or judge, section 57 43
Appeal to court of appeals, section 57 43
(See also section 59.)

APPLICANTS FOR CERTIFICATES TO TEACH:
See Certificates, Teachers'; Examinations, Teachers'.

APPLICANTS TO PRACTICE MEDICINE:
Certificate Board of Education, shall file, section 183, sub-section 8 146
Preliminary education of, shall meet requirements Board of Education, section 183, sub-section 8 146
How requirements fulfilled, section 183, sub-section 8 146

APPLIANCES: Page
Selected by State Board Education, section 8, sub-section 4 (Constitution) 8
Section 7, sub-section 6 17
Regulation 119 199
APPORTIONMENT OF SCHOOL FUNDS:
See School Funds.
APPROPRIATIONS:
By Board Supervisors, for:
Agriculture, promotion of, section 182 145
Agricultural demonstration and experiment work, section 181, sub-section 4 144
Agricultural high schools, section 97 80
Schools (non-sectarian) of manual, industrial and technical training, district boards may make, section 49, sub-section 15 40
By City Council:
In lieu of school tax, section 193 152
By General Assembly, for:
Departments of agriculture, etc., in high schools, section 151 122
Graded schools, section 151 122
High schools, section 94, sub-section 4 77
Section 151 122
Laurel reformatory school, section 151 122
Section 179, sub-section 3 141
Libraries in public schools, section 151 122
Section 154 128
Loans to students in higher and special educational institutions, section 152 126
Negro reformatory school, Hanover county, section 151... 122
Section 180, sub-section 3 142
Normal instruction in high schools, section 95, sub-section 1 78
Section 151 122
Public schools, etc., general, section 151 122
Not made to private schools—exception—section 17 (Constitution) 9
Rent of offices for State Board Education, section 151.... 122
Rural schools, section 151 122
Salary and expenses, Superintendent Public Instruction, section 151 122
School at Laurel reformatory, section 151 122
Section 179, sub-section 3 141
At Negro reformatory, Hanover county, section 151.. 122
Section 180, sub-section 3 142
At Va. home and industrial school for girls, Chesterfield county, section 151 122
State school funds, section 136, sub-section 1 101
Section 151 122
Summer normal schools, section 86, sub-section 2 74
Section 151 122
Teachers' pensions, section 83, sub-section 5 70
Section 151 122
Testing sight and hearing of pupils, section 107 87

APPROPRIATIONS:—Continued. Page
Traveling libraries, section 151 122
Section 153 127
Virginia home and industrial school for girls, Chesterfield county, section 151 122
ARBOR DAY:
To be designated annually by Governor, section 157 132
ATTORNEY GENERAL:
Duties of, in collecting and compromising fines, regulation 135. 204
Examine bonds of Superintendent Public Instruction and his clerks, section 13 25
Member State Board Education, section 6 (Constitution) 6
Section 3 13
State Board of Education may instruct, to proceed against publishers text-books for violations of contracts, section 8, sub-section 7 23
AUDITOR, SECOND:
See Second Auditor.
AUDITOR OF PUBLIC ACCOUNTS:
High school fund, turn over to Second Auditor on itemized statement of Board of Education, section 94, sub-section 4.. 77
Literary fund, pay over in money amounts going to, section 131. 99
Local school taxes, have land and property books ruled for all, section 140 106
Section 150 122
Receipts and disbursements by counties and cities, include in his annual report, statement of, section 125 95
Relief to treasurers, grant if State school warrant lost, section 123 95
School taxes, keep separate and distinct from all others, section 150 122
State school funds, report to Superintendent Pubic Instruction, November 1st, amount of applicable to schools for year, section 132 199
Distributive statement of apportionment of, furnished to, section 132 99
Issue warrants for, to each county and city treasurer, section 132 100
Report residue of, if more than approximate statement of November 1st, section 135 101
AVERAGE ATTENDANCE:
Effect of prevalence of contagious diseases, factional spirit, etc., on, regulation 123 200
Minimum, 20 pupils, regulation 123 200
May be fixed at 15 by division superintendent, when, regulation 123 200
May be fixed at 10 by Superintendent Public Instruction, when, regulation 123 200
Pay of teachers not governed by, when, section 79 67
Relief of teachers from loss of pay on account of, when, section 80 67
BOARD OF APPEAL:
School trustee electoral board a permanent, section 25 29
BOARD OF EDUCATION:
See State Board of Education.

BOARD OF MEDICAL EXAMINERS FOR VIRGINIA: Page
See section 183 for requirements relating to preliminary education required of applicants to practice medicine, etc.. 145
BOARD OF SUPERVISORS:
Additional tax for principal and interest of bonds, must levy, section 139 105
Agriculture, may make appropriations for promotion of, section 182 145
Agricultural schools, may make appropriations for, section 97.. 80
Demonstration and experiment work, section 181, sub-section 4 144
Appeal, may, from decision of attorney as to title to school property, section 57 43
To circuit court or judge, section 57 43
To court of appeals, section 57 43
Bond issue, must confirm statement of school board before vote on, section 68, sub-section 1 51
Bookkeeping and accounting system for school boards, State Accountant to establish when requested by board supervisors, section 184, sub-section 17 149
Dog tax, may devote part of, to schools, section 136, sub-section 3 101
Section 142, sub-section 3 108
Estimates of county school board submitted to, section 39, sub-section 2 32
Section 136, sub-section 3 101
Examination of books and accounts of school boards by State Accountant when requested by board supervisors, section 184, sub-section 17 149
Increasing local taxes, shall submit question to people when, section 136, sub-section 3 101
Powers and duties of, in cities of second class, section 188.... 150
Salary of division superintendent, may supplement, section 18.. 27
Taxes, county and district, to levy, section 3 (Constitution)... 5
Section 136, sub-section 3 101
Section 138, sub-section 2 105
Additional, for principal and interest of bonds, section 139. 105
Sub-district school tax, section 69, sub-section 17 59
Vaccination of school children, may compel, section 106..... 87
Provide for free, of poor children, section 105..... 86
BOARDS OF VISITORS:
How appointed, section 18 (Constitution) 10
Superintendent Public Instruction member of, section 15..... 25
BONDS:
Bonded indebtedness of towns and cities limited, section 4 (Constitution) 5
Bond issue by towns to build school-houses, etc., section 175... 139
Bond issue must be authorized by majority of qualified voters, section 68, sub-section 1 51
Section 68, sub-section 4 52
Building and furnishing school-houses, section 68..... 51
Election for bond issue, how ordered, conducted and paid for, section 68, sub-sections 5 and 6 52

BONDS:—Continued. Page
How canvassed, certified, and recorded, section 68, sub-section 7 53
Who may vote in, section 68, sub-section 8 54
General law, special acts not repealed or amended by, section 68, sub-section 10 54
Interest and sinking fund, how paid, section 68, sub-section 9 .. 54
Special tax to pay, section 139 105
Loans from literary fund for building school-houses, to secure, section 67, sub-section 4 50
Lien on houses erected or procured to secure payment of, section 68, sub-section 2 52
Possible lien on all school property of district, section 68, sub-section 2 52
Proceeds of bond issue not to be used for other purposes than erecting and furnishing school-houses, section 68, sub-section 3 52
Special acts, general law does not repeal or amend, section 68, sub-section 10 54
Special tax to pay principal and interest, section 139 105
Who may vote in elections for bond issue, section 68, sub-section 8 54

BONDS, OFFICIAL:
Of County treasurer, section 108 88
Officers of sub-district, section 69, sub-section 8 57
Persons having custody teachers' pension funds, section 83, sub-section 9 71
Special depositary in case school funds transferred to, section 126, sub-section 4 96
Superintendent Public Instruction and his clerks, sections 12, 13, and 14 24
Treasurer of sub-district, section 69, sub-section 17 60
State Officers, deputies, etc., to give, section 2 (Constitution) .. 5
Section 12 24

BRANCHES TO BE TAUGHT:
See Studies.

BUILDINGS, SCHOOL:
See School-houses.

CAPITATION TAX:
See School Funds.

CENSUS OF DEAF AND BLIND:
Clerk of district board to take, section 44 36
His compensation, section 44 36
Division superintendent to transmit report of, for county to superintendent of school for Deaf and Blind, section 44 .. 36

CENSUS OF SCHOOL POPULATION:
Clerk of district board to take, section 43 36
Section 44 36
Section 46 37
Section 198, sub-section 7 154
His compensation, section 43 36
District board to see to taking of, section 49, sub-section 5 39
Section 198, sub-section 7 154
Returns submitted to for revision, section 43 36

CENSUS OF SCHOOL POPULATION:—Continued. Page
Forms for, furnished by Superintendent Pubic Instruction, section 43 36
Returns submitted to district and county boards, section 43 ... 36
Delivered to division superintendent, section 43 36
Open to inspection of any citizen, section 43 36
When boundaries of school districts changed, how taken, section 45 37
When school district situated in more than one county, section 46 37
CERTIFICATES, TEACHERS':
Age of applicants for, regulation 6 160
Applicants for, to notify division superintendent, regulation 7 .. 160
Division superintendents to keep register of, regulation 13. 163
Notice of change renewal terms, regulation 59 183
Accredited Virginia institutions for issuance of, regulation 21 .. 164
Registration and inspection of, regulation 21 164
Of other States, regulation 22 165
Altered or erased, to be returned to Department Public Instruction, regulation 56 181
Classes of, and requirements for:
City Normal School, regulation 29 166
Collegiate, regulation 31 167
Elementary, regulation 46 174
Elementary Professional, regulation 37 168
First Grade, regulation, 44 172
First Grade High School, regulation 42 172
High School Training, regulation 38 168
Industrial First Grade, regulation 41 170
Industrial Second Grade, regulation 45 173
Junior College, regulation 34 167
Junior State Normal, regulation 35 167
Life Diplomas, regulation 54 180
Normal Industrial, regulation 36 168
Old Professional, regulation 52 179
Professional Collegiate, regulation 27 166
Professional First Grade, regulation 40 170
Professional University, regulation 26 166
Provisional (Certificates), regulation 55 180
Second Grade, regulation 47 174
Second Grade High School, regulation 43 172
Service (Certificates), regulation 53 179
Special, regulation 49 175
State Military Institute, regulation 32 167
State Normal School, regulation 28 166
State Polytechnic Institute, regulation 33 167
Summer School Professional, regulation 39 169
Summer School Professional, College Grade, regulation 50(d) 176
Third Grade, regulation 48, when holder of ineligible, regulation 25 166
University, regulation 30 167
College, definition of, for accrediting for issuance of, regulation 61 184

CERTIFICATES, TEACHERS':— Continued. Page
College Junior, recognition of, for accrediting for issuance of, regulation 66 185
Contract not legal, without certificate, section 78 67
Section 198, sub-section 3 154
Regulation 18 164
Division superintendent subject to fine $25 for permitting person to teach without certificate, regulation 18 164
Endorsement of by division superintendent, section 78 67
Regulation 17 164
Refuse to endorse, division superintendent may, regulation 19 164
Report refusal to Superintendent Public Instruction, regulation 19 164
Extended or renewed by Superintendent Public Instruction, regulation 15 163
Notice as to change renewal terms, regulation 59 183
High schools, registration and inspection of, for issuance of, regulation 21 164
Requirements as to certificates of teachers in, regulation 50 175
Higher branches, requirements as to certificates of teachers of, regulation 50 175
Issued by Superintendent Public Instruction, regulation 14 163
List of, entitling holders to teach higher branches, regulation 57 182
Normal schools, registration and inspection of, for issuance of, regulation 21 164
Other States, recognition of, regulation 23 165
Rank of, suggestions as to, regulation 58 183
Recognition of universities and colleges of other States for issuance of, regulation 22 165
Virginia institutions, regulation 21 164
Registration and inspection of institutions accredited for issuing, regulation 21 164
Accredited institutions other States, regulation 22 165
Requirements as to admission into institutions, etc.:
Advanced standing, regulation 65 184
Conditioned students, regulation 63 184
Special students, regulation 64 184
Units, how defined, regulation 62 184
Renewal of, terms and conditions, regulation 51 178
Notice as to change of terms and conditions, regulation 59 .. 183
Revocation of, by division superintendent, regulation 20 164
Subject to appeal to Superintendent Public Instruction, regulation 20 164
University, definition of, for accrediting for issuance of, regulation 60 183
Universities and colleges of other States accredited for issuance of, regulation 22 165
Virginia institutions, regulation 21 164
What certificates shall state, regulation 16 164
CHILD LABOR:
Age when unlawful to employ children, section 155 129
Certificate of employment—
Accessible to inspector, section 155, sub-section 3 129
How and by whom issued, section 155, sub-section 3 129
Kept on file, section 155, sub-section 3 129

CHILD LABOR:—Continued. Page
Employments prohibited, section 155, sub-sections 1, 4, 5...129-131
Evidence of age, section 155, sub-section 3..... 129
Exemptions from provisions of act, section 155, sub-section 6.. 131
Hours of labor for employment of child, section 155, sub-sections 1, 2, 4.....129-130
How child may be released from operation of act, section 155, sub-section 6..... 131
Inspectors, certificates must be accessible to, section 155, sub-section 3..... 129
Lists of children employed must be posted, section 155, sub-section 3..... 129
Penalty for violating provisions of act, section 155, sub-section 6 131
School census or school record of child may be used as proof of age, section 155, sub-section 3..... 129
CIRCUIT COURT OR JUDGE:
Annual statement of school boards, instruct grand jury to inquire if made and posted, section 137..... 102
Appoint one member school trustee electoral board, section 22.. 28
Bond issues, order special elections for, section 68, sub-section 5. 52
Boundaries of school districts, instruct grand jury to inquire if division superintendent has furnished to railways, etc., section 149 (i) and (l).....117 and 119
Cash for school funds, treasurer must exhibit before, section 122 94
County, city, and district officers, power to remove, section 74.. 65
Discounting warrants by county, district, or school officers, instruct grand jury against, section 70, sub-section 3.. 64
Duties of, under compulsory education law, section 103..... 83
Elections for bond issue, order special, section 68, sub-section 5 52
Instruct grand jury to inquire if annual statement of school boards made and posted, section 137..... 102
Against discounting warrants, section 70, sub-section 3.... 64
Inquire if division superintendent has furnished boundaries of school districts to railways, etc., section 149 (i) and (l) .....117 and 119
Remove county, city, or district officers, power to, section 74.. 65
Sale or exchange of school property, make order for, section 40.. 34
Title to real estate acquired by school boards, select attorney to examine, section 57..... 43
Attorney to examine and approve, section 57..... 43
Compensation fixed by court, section 57..... 43
Appeal to court, section 57..... 43
Appeal to court of appeals, section 57..... 43
(See also section 59)
Treasurer must exhibit cash for school funds, before, section 122 94
CITIES:
Admission of non-resident pupils into schools of, section 99, sub-section 1..... 81
Apportionment of State school fund to, section 195..... 153
Bonded indebtedness of, limited, section 4 (Constitution)..... 5
Classification of, section 186..... 150
Division superintendent schools of, how paid, section 18..... 27
Section 19..... 27
Section 196 153

CITIES:—Continued. Page
Efficient system of schools to be maintained in, section 185..... 149
Section 198..... 153
Non-resident pupils, how admitted into schools of, section 99, sub-section 1..... 81
School districts, number and boundaries of, reported to Superintendent Public Instruction and recorded in his office and in office clerk of court, section 187..... 150
Each ward a school district, section 187..... 150
Second class cities as, section 188..... 150
School law for counties, subject to, unless otherwise provided, section 185..... 149
Section 198, sub-section 15..... 156
School property, title to may vest in, section 189..... 151
School system, efficient, to be maintained in, section 185..... 149
Section 198..... 153
Second class as school districts, section 188..... 150
State school fund, how apportioned to, section 195..... 153
Title to school property may vest in, section 189..... 151
Vaccination of poor children, council to provide free, section 106 87
Ward, each a school district, section 187..... 150

CITY COUNCIL:
Appoints school trustees, section 192..... 152
No member or officer of, to be trustee, section 198..... 153
Appropriation, to make, or levy school tax, section 193..... 152
Bookkeeping and accounting system for city school board, State Accountant to establish when requested by council, section 184, sub-section 17..... 149
State Acountant to examine books and accounts of board when requested by council, section 184, sub-section 17 149
Division superintendent of schools, may supplement salary of, section 18..... 27
No member of, to be, section 191..... 152
Estimates of needs of schools, city school board to submit to, section 194..... 152
Examination of books and accounts of city school board by State Accountant when requested by council, section 184, sub-section 17.....149
Member of, not to be division superintendent, section 191..... 152
Member or officer of, not to be trustee, section 198..... 153
School tax, to levy, or make appropriation, section 193..... 152
School trustees, appoints, section 192..... 152
Vaccination of school children, may compel, section 106..... 87

CITY SCHOOL BOARD:
A corporation, title, section 189..... 151
Appointment of members of, by city council, section 192..... 152
Qualification of, section 198..... 153
Quorum of, section 190..... 151
Term of, section 192..... 152
Vacancy, how filled, section 192..... 152
Admission of non-resident pupils, may prescribe rules for, section 99, sub-section 1..... 81
Apportionment of State funds to city, section 195..... 153
Disbursed on orders of, section 195..... 153

CITY SCHOOL BOARD:—Continued. Page
Appropriations or levies for schools, request council to make, section 198, sub-section 14 ... 155
Approval of claims, record of kept by, section 198, sub-section 13 155
Books and accounts of, State Accountant to examine, when requested by council, section 184, sub-section 17 ... 149
Bookkeeping and accounting system for, State Accountant to establish, when requested by council, section 184, sub-section 17 ... 149
Boundaries of school districts, power to prescribe number and, section 187 ... 150
Reported to Superintendent Public Instruction and recorded in his office and in office clerk of corporation or circuit court, section 187 ... 150
By-laws and regulations, make, section 190 ... 151
Census, school, see that is taken, section 198, sub-section 7 ... 154
Chairman of, to certify statement of receipts and disbursements of city, section 125 ... 95
Claims, examine, approve, and pay, section 198, sub-section 13 .. 155
Record of kept by, section 198, sub-section 13 ... 155
Warrants of, how drawn, section 198, sub-section 13 ... 155
Clerk of board, how appointed, and duties, section 190 ... 151
Section 198, sub-section 15 ... 156
Duties under compulsory law, section 103 ... 83
Salary of, section 190 ... 151
Who ineligible as, section 191 ... 152
Decide what children are indigent, section 198, sub-section 5 .. 154
Division superintendent, may supplement salary of, section 18 .. 27
Salary of, section 196 ... 153
May teach when requested by board, section 197 ... 153
Who ineligible to office of, section 191 ... 152
Duties and powers of, section 189 ... 151
Section 198 ... 153
Others as prescribed by State Board Education, section 198, sub-section 15 ... 156
Estimate of funds needed for schools, submit to council, section 194 ... 152
Section 198, sub-section 14 ... 155
Examine, approve, and pay claims, section 198, sub-section 13 .. 155
Examination of books and accounts of, when requested by council, section 184, sub-section 17 ... 149
Furniture, provide school-houses and, section 198, sub-section 10 154
Glebe lands, may vest in and be managed by, section 127 ... 97
Section 128 ... 98
High and normal schools, etc., may establish, section 198, sub-section 6 ... 154
Indigent children, decide what children are, section 198, sub-section 5 ... 154
Provide text-books for, section 198, sub-section 5 ... 154
Ineligible as members, who, section 198 ... 153
Jurisdiction, its territorial, section 190 ... 151
Levy or appropriation for schools, request council to make, section 198, sub-section 14 ... 155
Libraries, duties in regard to, section 154 ... 128
Medical inspectors of schools, may appoint, regulation 133 ... 203

CITY SCHOOL BOARD:—Continued. Page
Meetings of, regular and special, section 198, sub-section 8... 154
Quorum of board, section 190..... 151
Meetings of people of city, call, section 198, sub-section 9..... 154
Non-resident pupils, may prescribe rules for admission of, section 99, sub-section 1..... 81
Normal schools, may establish high and, section 198, sub-section 6..... 154
Oath of members, section 198 153
Powers and duties of, section 189..... 151
Section 198 153
Others as prescribed by State Board Education, section 198, sub-section 15..... 156
Property by gift, grant, or devise, may take and manage as county or district board, section 198, sub-section 15..... 156
Pupils, admission of non-resident, may prescribe rules for, section 99, sub-section 1..... 81
Conduct of to and from school, may prescribe rules for, section 198, sub-section 1..... 154
Suspend or expel, may, section 198, sub-section 4..... 154
Vaccination of, may suspend law for, section 105..... 86
Qualification of members, section 198..... 153
Term of, section 192..... 152
Quorum of, section 190..... 151
Rules for government of schools, and conduct of children to and from school, to make, section 198, sub-section 1.....154
Sale or exchange of school property, may petition for, section 40 34
School, not to conduct in house condemned by division superintendent, section 198, sub-section 10..... 154
School affairs in cities, administered by, section 185..... 149
School districts, power to prescribe number and boundaries of, section 187..... 150
School funds, to manage and control, section 198, sub-section 12. 155
Estimate of needed for schools, submit to council, section 194 152
Section 198, sub-section 14..... 155
On failure of treasurer to give division superintendent statement, after failure to pay warrant, may have funds transferred to special depositary, section 126..... 96
On failure of treasurer to pay warrant, duty to furnish division superintendent complete statement of school funds, section 126, sub-section 1..... 96
On failure of treasurer to pay warrant, having funds, may have all transferred to special depositary, section 126. 96
State, apportionment of to city, section 195..... 153
Disbursed on order of, section 195..... 153
School-houses, may lease, purchase, or build, section 198, sub-section 10..... 154
Condemned by division superintendent, not to conduct school in, section 198, sub-section 10..... 154
Not to build until plans, etc., approved in writing by division superintendent, section 198, sub-section 10.... 154
Provide school-houses and furniture, section 198, sub-section 10..... 154

CITY SCHOOL BOARD:—Continued. Page

School laws, explain, enforce, and observe, section 198, sub-section 1 154
For county and district boards, apply to unless otherwise provided, section 185 149
School property, care for, manage, and control, section 198, sub-section 10 154
Sale or exchange of, may petition for, section 40 34
Take and manage property from gift, grant, etc., section 198, sub-section 15 156
Title to, vests in, exception, section 189 151
(See section 57 as to examination, approval, etc., of title.)
State school funds, apportionment of to city, section 195 153
Disbursed on orders of, section 195 153
State students of V. P. I., select, section 168 136
Studies, determinate methods, government of schools and, section 198, sub-section 2 154
Teachers, to employ and dismiss, section 198, sub-section 3 154
Not to employ or pay as, brother, sister, wife, son, or daughter of any member of board, section 198, sub-section 3. 154
Not to employ or pay teacher who does not hold certificate, section 198, sub-section 3 154
Territorial jurisdiction of, section 190 151
Text-books, provide for indigent children, section 198, sub-section 5 154
Title to school property, vests in—exception—section 189 151
(See section 57 as to examination, etc., of title.)
Trustees of several districts have no organization or duties except those assigned by, section 189 151
Vacancies in membership of, how filled, section 192 152
Vaccination of pupils, may suspend law for, section 105 86
Visit schools, section 198, sub-section 11 155
Warrants of, how drawn, section 198, sub-section 13 155

CITY TREASURER:

Annual statement of receipts and disbursements of city, must furnish to Auditor Public Accounts for publication, section 125 95
Chairman of school board to certify statement, section 125. 95
Bookkeeping and accounting system for, State Accountant to establish, when requested by council, section 184, sub-section 17 149
Books and accounts of, State Accountant to examine, when requested by council, section 184, sub-section 17 149
Compensation and commissions of, section 110 88
Section 113 90
Sections 114 and 115 91
Examination books and accounts of, by State Accountant, when requested by council, section 184, sub-section 17 149
Ineligible to office of division superintendent, section 191 152
To clerkship of school board, section 191 152
On failure of, to give division superintendent statement, after failure to pay warrant, city board may have school funds transferred to special depositary, section 126 .. 96

CITY TREASURER:—Continued. Page
On failure of, to pay warrant, having funds, city board may have funds transferred to special depositary, section 126 96
Recovery, penalty, and procedure if warrant in favor of depositary not paid, section 126, sub-section 7..... 97
Relief of, if Auditor's school warrant lost, section 123..... 95
School law for county treasurer applies to, unless otherwise provided, section 185..... 149
School taxes, must be kept separate and distinct, section 150.... 122
Specify on tax bills, section 150..... 122
State school funds, how kept and disbursed by, section 195.... 153
Paid to in cash, section 21..... 27
Section 132 99
Pay warrants on State school tax fund out of any State funds received, section 133..... 109
See County Treasurer.
CLERK OF CITY SCHOOL BOARD:
Appointment of, section 190..... 151
Duties of, section 190..... 151
Same in general as duties district clerk, section 198, subsection 15..... 156
Under compulsory law, section 103..... 83
Salary of, section 190..... 151
Who ineligible as, section 191..... 152
See Clerk District School Board.
CLERK OF COUNTY SCHOOL BOARD:
Duty of to enter fine against treasurer or district clerk, when, section 118..... 93
Who ineligible as, section 191..... 152
See County School Board.
CLERK DISTRICT SCHOOL BOARD:
Annual report to, and exhibition of books and papers before, county school board, section 117..... 92
Penalty for failure, section 118..... 93
Annual statement of county school board, to post, section 137.. 102
Applicant for school must send to, statement from division superintendent that applicant holds certificate, regulation 18..... 164
Statement to be filed by, regulation 18..... 164
Appointment of, section 42..... 36
Apportionment of State and county school funds, scheme of, to be furnished to, by division superintendent, regulation 75..... 187
Cash accounts, records, etc., keep, section 47..... 37
Contracts with teachers, execute when, regulation 96..... 191
District tax, notified of amount of, etc., regulation 76..... 187
Duties of, sections 47 and 48..... 37
As to deducting money for teachers' pensions, section 83, sub-section 4..... 69
Execute contracts with teachers, when, regulation 96..... 191
Keep records, cash accounts, etc., section 47..... 37
Open to inspection, section 47..... 37
Subject to periodical examination, section 47..... 37
Take census of deaf and blind, section 44..... 36

CLERK DISTRICT SCHOOL BOARD:—Continued. Page
Take school census, pay for same, section 43 36
How taken when district lies in more than one county, section 46 37
Under compulsory education law, section 103 83
Fine against, county school board may remit, when, section 118. 93
Inspect books, etc., of, division superintendent to, regulation 73. 186
Pay of, section 48 38
Records, cash accounts, etc., to keep, section 47 37
Register must be delivered to, by teachers, section 81 69
Regulation 130 202
School census, to take, section 43 36
Section 44 36
Section 46 37

CLERK SCHOOL TRUSTEE ELECTORAL BOARD:
See School Trustee Electoral Board.

CLERKS OF SUPERINTENDENT OF PUBLIC INSTRUCTION:
See Superintendent of Public Instruction.

CODE OF VIRGINIA:
What chapters 66 and 67 include, respectively. Note to section 185 150

COLLEGE:
Definition of, etc., for accrediting for issuance teachers' certificates, regulation 61 184
Regulations 62-65 184

COLLEGE, JUNIOR:
Definition of, etc., for accrediting for issuance teachers' certificates, regulation 66 185
Regulations 62-65 184

COLLEGE OF WILLIAM AND MARY:
Annual report to Superintendent of Public Instruction, president or chairman of board, to make, section 173 138
What report to contain, section 173 138
When to be made, section 173 138
Member of faculty eligible to position on State Board of Education, section 6 (Constitution) 6
Section 3 13
State students, how selected, expenses, etc., section 161 133
Loans to State students of, section 152 126
Teach two years in public schools of State, section 161 133
Superintendent Public Instruction member board of, section 15. 25

COLORED PERSONS:
Defined, section 101 82
Separate schools for, section 98 81

COMMERCIAL EDUCATION:
All-day, part-time or continuation or evening classes in, section 50 40
Schools and departments of, establishment and maintenance of, section 50 40

COMMISSIONER OF ACCOUNTS:
Settles accounts of school boards when funds donated, etc., section 56 42

COMMISSIONER OF REVENUE:
Duty of, as to assessments of school taxes, section 141 106

	Page
COMMONWEALTH'S ATTORNEY:	
Act as attorney for county school board, section 41	35
Duty to enter suit for penalties and forfeitures, section 73	65
Member school trustee electoral board, section 22	28
Treasurer must exhibit cash for school funds before, section 122	94
COMPULSORY EDUCATION:	
Applies in any county, city, town, or magisterial district when majority of qualified voters so direct, section 103, sub-section 2	83
Applies to children between eight and twelve years, section 103, sub-section 1	83
Attendance upon half-time or night school, effect of, section 103, sub-section 7	86
Condition of children in districts having, school board to ascertain twice yearly, section 103, sub-section 4	85
District clerk to prosecute offences against law providing for, section 103, sub-sections 6 and 8	85
Election for, only once in two years, section 103, sub-section 2	83
Form of ballot in, section 103, sub-section 3	85
Provided for, may be, section 14 (Constitution)	9
In certain cases, section 103	83
Violation of law concerning, penalty for and how collected, section 103, sub-section 5	85
Offences against law providing for, district clerk to prosecute, section 103, sub-sections 6 and 8	85
Vote of the people, when submitted to, section 103, sub-section 2	83
CONDEMNATION OF LAND FOR SCHOOL PURPOSES:	
Power of city board as to, section 198, sub-section 15	156
Power of district board as to, section 58	43
Section 59	44
CONFERENCE:	
Governor may call together certain officials for betterment agricultural conditions, section 181, sub-section 6	145
CONSOLIDATION OF SCHOOLS:	
Provided for, section 92	76
Urged upon division superintendents and school boards, regulation 109	195
CONTAGIOUS DISEASES:	
Pupils suffering with, to be excluded, section 105	86
CONTRACTS WITH PUBLISHERS OF TEXT-BOOKS:	
Affidavit of publishers as to prices, etc., to accompany, section 8, sub-section 5	22
Bond with surety to accompany, section 8, sub-section 5	22
Superintendent of Public Instruction take care terms and conditions of, complied with, section 8, sub-section 7	23
State Board may instruct Attorney General to institute proceedings for violations of, section 8, sub-section 7	23
Term for which contracts made, section 7, sub-section 6	17
Terms and conditions of, section 8, sub-section 1	20
Section 7, sub-section 6	17
Violations of, penalty for, section 8, sub-sections 5 and 6	22
Violations of, reported to State Board by Superintendent Public Instruction, section 8, sub-section 7	23

CONTRACT WITH FURNISHERS OF TEXT-BOOKS:—Continued Page
Votes of State Board on, in open sessions and recorded, section 8, sub-section 8½ 23
Written, State Board to make, section 8 20
CONTRACTS WITH TEACHERS:
Deductions for pensions, provide for, section 83, sub-section 4.. 69
Duplicate, signed in, section 82 68
Executed, how, regulation 96 191
Form of, prescribed by Superintendent Public Instruction, section 82 68
Terms of, prescribed at meeting of board, regulation 95 191
Written contracts obligatory, section 82 68
Regulation 96 191
Regulation 18 164
CORPORATION OR HUSTINGS COURT OR JUDGE:
Boundaries of school districts to be recorded in clerk's office of, section 187 150
Discounting school warrants, by county, district, or school officers, etc., instruct grand jury against, section 70, sub-section 3 64
Remove county, city, and district officers, power to, section 74.. 65
Sale or exchange of school property, may make order for, section 40 34
Trustees in cities qualify before, section 198 153
COUNTY INSTITUTES:
Division superintendent to organize, etc., regulation 88 190
COUNTY SCHOOL BOARD:
A corporation—title—section 33 31
How constituted, section 33 31
Annual meeting of, section 37 32
How meetings called, section 35 31
Annual report of, section 38 32
Annual settlement with, reports from and inspection of books and papers of county treasurers and clerks district boards, section 117 92
Annual statement of receipts and disbursements of school funds, to make, publish and post, section 137 102
Form of statement, section 137 103
Penalty for failure, section 137 104
Appoint State students to Va. Polytechnic Institute, section 168. 136
Apportion county school fund, section 39, sub-section 3 32
Regulation 75 187
Apportionment of State school fund, etc., duty as to, regulations 75, 76, 77 187
Assistant to division superintendent in teachers' examinations compensated by, regulation 8 160
Authority over sub-district, section 69, sub-section 2 55
Board of supervisors, may petition to submit question of school levy to people, section 136, sub-section 3 101
Estimate of needs of schools submitted to by division superintendent, section 39, sub-section 2 32
Bookkeeping and accounting system for, State Accountant to establish, when requested by board supervisors, section 184, sub-section 17 149

COUNTY SCHOOL BOARD:—Continued. Page
Books and accounts of, State Accountant to examine, when requested by board supervisors, section 184, sub-section 17 ... 149
By-laws and regulations of, section 36 ... 31
Chairman of, to certify statement of receipts and disbursements of county, prepared by treasurer for Auditor, section 125 ... 95
Clerk of, and his compensation, section 36 ... 31
Commonwealth's attorney to appear for, section 41 ... 35
Counsel, may employ, section 39, sub-section 4 ... 33
County treasurer, impose fine on, if he fails to report, etc., section 116 ... 92
Section 118 ... 93
Division superintendent, may supplement salary of, section 18 .. 27
Donations to district in case boundaries are changed, provide for fulfillment of purposes of, section 56 ... 42
Duties and powers of, section 39 ... 32
Estimates of district boards submitted to, section 39, sub-section 2 ... 32
Regulation 102 ... 193
Estimate by county board submitted by division superintendent to board supervisors, section 39, sub-section 2 32
Section 136, sub-section 3 ... 101
Examination of books and accounts of, when requested by board supervisors, section 184, sub-section 17 ... 149
Expenses of, how paid, section 36 ... 31
Expenses of trustees, may order district boards to pay, section 39, sub-section 1 ... 32
Fine, may impose on treasurer for failure to report, submit books, papers, etc., section 117 ... 92
Section 116 ... 92
Section 118 ... 93
On district clerk, section 118 ... 93
May remit fines when, section 118 ... 93
Glebe lands, etc., may vest in and be managed by, section 127 .. 97
Section 128 ... 98
High school branches, provide for instruction in, section 89 75
May charge fee for, section 89 ... 75
Not to interfere with elementary, section 90 ... 75
High schools, may establish, section 89 ... 75
Irregularities in annual settlement with clerks and treasurers, make minute of, and take proper action, section 117 .. 92
Proceed against treasurers, district boards, trustees, trustees of school funds, etc., to compel settlements, section 41 ... 35
Duty of attorney for Commonwealth, section 41 35
Loans to school district for building school-houses, may make, section 66 ... 49
Medical inspectors of schools, may appoint, regulation 133 203
Meetings of, how called, section 35 ... 31
Annual meeting, section 37 ... 32
Meetings of teachers, encourage, section 86, sub-section 1 74
Officers of, section 34 ... 31

COUNTY SCHOOL BOARD:—Continued. Page
Powers and duties of, section 33 31
Section 39 32
Not to affect will of Samuel Miller, section 39, sub-section 4 33
Proceed against treasurers, district boards and trustees, trustees of school funds, etc., to compel settlements, section 41 35
Relief from sub-district law, may apply to State Board Education for, section 69, sub-section 21 63
Salary of division superintendent, may supplement, section 18 .. 27
Sale or exchange of school property, may file petition for, section 40 34
School funds, apportionment of, when district in more than one county, section 46 37
County school funds, section 39, sub-section 3 32
Regulations 75 and 76 187
On failure of treasurer to give statement to division superintendent, after failure to pay warrant, may order school funds transferred to special depositary, section 126 96
On failure of treasurer to pay warrant, having funds, may have school funds transferred, etc., section 126 96
State school funds, apportionment of, regulations 75 and 76 187
School-houses, may apply funds for investment to erection of, when, section 39, sub-section 4 33
May apply profits of invested funds to, or purchase of apparatus, section 39, sub-section 4 33
May make loan to school districts for building, section 66 .. 49
School levy, may petition board supervisors to submit question of to people, section 136, sub-section 3 101
School property, vested in or controlled by, to invest and manage, section 39, sub-section 4 33
Section 108 88
Sale or exchange of, may file petition for, section 40 34
Title to, examined and approved by attorney at law, section 57 43
His fee for, section 57 43
Appeal to circuit court or judge, section 57 43
To Court of Appeals, section 57 43
(See also section 59.)
State school funds, etc., direct apportionment of, etc., regulation 75 187
State students to Va. Polytechnic Institute, select, section 168 .. 136
Sub-district law effective only when adopted by, section 69, sub-section 21 63
Title to school property, examination and approval of, by attorney at law and circuit court or judge, section 57 43
Section 59 44
Appeal as to approval, etc., section 57 43
Trusts for common school education, examine into management of, section 39, sub-section 4 33
Trustees, may order district boards to pay expenses of, section 39, sub-section 1 32
Vaccination, may suspend law requiring, section 105 86

COUNTY SCHOOL BOARD:—Continued. Page
Warrants paid by treasurer, cause to be properly cancelled, section 117 ... 92
Audit, and report on, section 134 ... 101
Cancelled warrants to be delivered to division superintendent who shall keep twelve months before destroying them, section 117 ... 92

COUNTY SCHOOL FUNDS:
Apportioned, how, section 39, sub-section 3 ... 32
Regulation 75 ... 187
Collected, etc., by county treasurer, section 108 ... 88
Embracing what, section 136, sub-section 2 ... 101
Recovery of funds paid to unlicensed teacher or teacher related to trustee, etc., section 49, sub-section 2 ... 38
Residue of, may be used, under certain conditions, to pay drivers of school wagons, regulation 103 ... 193
Unexpended, how treated, section 119 ... 93
Regulation 103 ... 193
See School Funds.

COUNTY TREASURER:
Acts of, sureties liable for, section 108 ... 88
Annual report to, and settlement with county school board, exhibition of his books, papers, etc., section 117 ... 92
Penalty for failure, section 118 ... 93
Settle annually with school boards and supervisors by October 1st, and exhibit cash to judge and Commonwealth's attorney, section 122 ... 94
Penalty for failure, section 122 ... 94
Annual statement of receipts and disbursements of county, to furnish Auditor of Public Accounts, section 125 ... 95
Annual statement receipts and disbursements of school funds, to be published and posted, section 137 ... 102
Form of statement, section 137 ... 103
Penalty for failure, section 137 ... 103
Bookkeeping and accounting system for, State Accountant to establish when requested by board supervisors, section 184, sub-section 17 ... 149
Books and accounts of, State Accountant to examine, when requested by board supervisors, section 184, sub-section 17 ... 149
Collect, disburse, and invest funds controlled by county or district school board, section 108 ... 88
Commissions of, on local levies, section 110 ... 88
Sections 113, 114, 115 ... 90-91
On State funds, section 110 ... 88
In computing commissions, county and school moneys to be treated as one sum, section 110 ... 88
No commissions on funds appropriated for libraries, section 154, sub-section 2 ... 128
Warrant for, to be drawn, section 54 ... 41
(See section 115 for construction of sections 110, 113 and 114.)
Compensation of, sections 108, 109, 110 ... 88
Sections 113, 114, 115 ... 90-91

COUNTY TREASURER:—Continued. Page

Delinquent list, must return by July 1st, except in Accomac and Northampton counties, section 112 90
Disburse funds only on warrant, section 110 88
Duties of, in city of second class, section 188 150
Examination books and accounts of, by State Accountant when requested by board supervisors, section 184, sub-section 17 149
Fines against—
County school board may remit, when, section 118 93
Deducted from pay of, section 118 93
Penalties and forfeitures against, how sued for, section 73 .. 65
Funds appropriated for libraries, no commission on, section 154, sub-section 2 128
High school fund, State, keep separate, and report on to division superintendent, section 94, sub-section 3 77
Pay out on warrants of district board, section 94, sub-section 3 77
Irregularity in acts of, noted in minutes of county school board and proper action taken, section 117 92
Loans from literary fund, may be required to pay past due interest or principal of, without warrant from district school board, section 67, sub-section 5 50
Penalties and forfeitures against, how sued for, section 73 65
Relief of, if Auditor's school warrant lost, section 123 95
Report by, of state of school finances, to division superintendent on December 1st, section 116 92
Penalty, if report not made, section 116 92
Regulation 74 187
School funds, receive and disburse all school moneys, taxes, and levies, section 110 88
Keep separate, section 110 88
On failure to furnish division superintendent statement, after failure to pay warrant, county school board may have school funds transferred to special depositary, section 126 96
On failure to pay warrant, duty of to furnish division superintendent complete statement of school funds, section 126, sub-section 1 96
On failure to pay warrant, having funds, county school board may have school funds transferred to special depositary, section 126 96
Recovery, penalty and procedure, if warrant in favor of depositary not paid, section 126, sub-section 7 97
School taxes, keep separate and distinct, section 150 122
Specify on tax bills, section 150 122
Shall not teach in public schools, nor shall his deputy, regulation 128 201
State school funds—
From Auditor of Public Accounts, his warrant on State Treasurer payable to county treasurer on receipt distributive statement, for half amount county entitled to, and on February 1st, the other half, section 132 99

COUNTY TREASURER:—Continued. Page
From Second Auditor, such State school funds as pass through his office, payable on requisition of county treasurer, section 21 27
Treasurer to notify division superintendent of receipt of, section 21 27
Scheme of apportionment of, Superintendent Public Instruction to furnish copy of, regulation 1, sub-section 9 157
Warrants on State school tax fund payable out of any State funds received by, section 133 100
Suits against, by successor for benefit school funds, etc., section 121 94
Sureties liable for acts of, section 108 88
Warrants—
Cancelled, delivered to division superintendent who shall keep twelve months before destroying, section 117.. 92
Commissions collected only by, section 54 41
Disburse funds only on, section 54 41
Failure to pay, penalty, section 120 93
How drawn and issued, section 49, sub-section 12 39
Section 54 41
No treasurer or deputy to deal in, section 120 93
Penalty, section 120 93
When to receive taxes and levies, and when to add penalty, section 111 89
COURSE OF READING:
See Reading Course.
DAVIS, JEFFERSON:
His birthday a day of recreation in public schools, section 178.. 140
DEAF AND BLIND, SCHOOL FOR:
Annual report to Superintendent Public Instruction, president, or chairman board, to make, section 173 138
What report to contain, section 173 138
Census of deaf and blind children, clerk district board to take, section 44 36
Division superintendent to forward copy consolidated returns to superintendent of, section 44 36
Member of faculty eligible to position on State Board Education, section 6 (Constitution) 6
Section 3 13
Superintendent Public Instruction member of board, section 15.. 25
DEPARTMENT OF PUBLIC INSTRUCTION:
See Superintendent of Public Instruction.
DEPOSITARY:
Change of depositaries of school funds, conditions, etc., under which county and city school boards may, section 126. 96
Compensation of, section 126, sub-section 5 97
Designated by county or city school board, section 126, sub-sections 2 and 3 96
Bond of, section 126, sub-section 4 96
Reside in county or city, section 126, sub-section 4 96
Funds in hands of treasurer, how transferred, etc., section 126, sub-sections 6 and 7 97
Penalty for failure of treasurer to pay warrants for funds transferred, section 126, sub-section 7 97

DEPOSITARY:—Continued. Page
Give bond, etc., section 126, sub-section 4 96
Reside in county or city, etc., section 126, sub-section 4..... 96
Subject to same laws, etc., as treasurer, section 126, sub-section 5 97
Warrants for transfer of funds, how drawn, etc., section 126, sub-sections 6 and 7..... 97
DISTRICTS:
See School Districts.
DISTRICT SCHOOL BOARD:
A corporation, how named, section 55..... 42
May sue, contract, etc., section 55..... 42
Chairman and clerk, section 42..... 36
Composition and organization of—Quorum, section 42.... 36
Accounts of, examination of, section 117..... 92
And books of, when requested by board supervisors, section 184, sub-section 17..... 149
Annual report of, to division superintendent, section 49, sub-section 14..... 40
Regulation 105..... 194
Annual statement of receipts and disbursements, publish, post, etc., section 137..... 102
Penalty for failure, section 137..... 104
Appointment, qualification, etc., of, members, section 32..... 31
Section 24 and 25..... 28-29
Section 31..... 30
Section 52..... 41
Regulation 93..... 191
Board of supervisors, request to levy tax to pay loans from literary fund, section 67, sub-section 5..... 50
Penalty for failure district board to pay, section 67, sub-section 5..... 50
Statement of district board for bond issue must be approved by, section 68, sub-section 1..... 51
Bonds, may issue, for erecting and furnishing school-houses, section 68..... 51
Terms, conditions, etc., of issuance, payment, etc., section 68 51
Bonds for loans from literary fund, section 67, subsection 4..... 50
Bookkeeping and accounting system for, State Accountant to establish, when requested by board supervisors, section 184, sub-section 17..... 149
Books and accounts of, State Accountant to examine, when requested by board supervisors, section 184, sub-section 17..... 149
Borrow money and issue bonds for additional school-houses, if school funds not sufficient, section 68..... 51
From county school board, section 66..... 49
From literary fund, section 67, sub-section 2..... 49
Application (written) to borrow from, section 67, sub-section 2..... 49
Request board supervisors to levy tax to pay loans from, section 67, sub-section 5.....50
Penalty for failure, district board to pay, section 67, sub-section 5..... 50

DISTRICT SCHOOL BOARD:—Continued. Page
Title in fee, must have, to borrow from, section 67, sub-section 6 50
(For terms, conditions, etc., concerning borrowing and payment of money for building and furnishing school-houses, see sections 66, 67 and 68.)
Claims, examine, approve, pay, and record, section 49, sub-section 12 39
Section 54 41
Compulsory education law, duties of, under, section 103 83
Condemnation of land, etc., for school purposes by, section 58 .. 43
Section 59 44
Consolidate schools, urged to, regulation 109 195
Contracts with teachers, how made, etc. section 82 68
Regulations 95, 96 and 97 191-192
Regulation 100 193
County school board, may proceed against district board for settlement of accounts, etc., section 41 35
Estimates of, submitted to county board, section 39, sub-section 2 32
Regulation 102 193
Furnish division superintendent estimates funds needed, section 136, sub-section 2 101
Discipline, aid teachers in maintaining, regulation 108 195
District school fund, under control of, regulation 103 193
Division superintendent, annual and special reports to, section 49, sub-section 14 40
Regulation 105 194
Estimates of funds needed to be furnished to, section 136, sub-section 3 101
Not build school-house until site, plans, etc., approved by, section 60 45
Regulation 107 194
Not conduct school in house condemned by, section 60 45
To be present at meetings, etc., but not vote, regulation 83 189
Donations to school district vest in, section 56 42
Accounts of, must settle before commissioner of accounts, section 56 42
Duties of, section 49 38
Regulation 108 195
Under compulsory education law, section 103 83
Employ and dismiss teachers, section 49, sub-section 2 38
Elect at meeting, regulation 95 191
Election of teacher, may submit to patrons, regulation 99 .. 192
Not lawful to employ or pay teacher without certificate or related to member of board as brother, sister, wife, son, or daughter, section 49, sub-section 2 38
Penalty, section 49, sub-section 2 38
Not to elect holder of third grade certificate, when, regulation 25 166
Subject to review by school trustee electoral board, section 49, sub-section 2 38
Written contracts with teachers, section 82 68
Regulation 96 191
Penalty for failure to make, regulation 97 192

DISTRICT SCHOOL BOARD:—Continued. Page

Estimates funds needed by, submitted to county board, section 39, sub-section 2 32
Regulation 102 193
Furnish to division superintendent, section 136, sub-section 2 101
Examination of accounts of, section 117 92
And books of, when requested by board supervisors, section 184, sub-section 17 149
Examine, approve, pay, and record claims, section 49, sub-section 12 39
Section 54 41
Expenses of schools, provide for, section 49, sub-section 11 39
Section 54 41
Explain, enforce, and observe school laws, section 49, sub-section 1 38
Glebe lands, etc., may vest in and be managed by, sections 127 and 128 97-98
High school branches, may charge fee for, section 89 75
Section 94 76
High schools, may establish, section 89 75
Section 94 76
Must appropriate $250, or as much as State gives, to secure State aid, section 94, sub-section 3 77
State aid for, paid exclusively for high school, section 94, sub-section 3 77
Holidays, declare, regulation 104 194
Indigent children, decide what are, section 49, sub-section 4 ... 38
Provide text books for, section 49, sub-section 4 38
Industrial, agricultural, household arts, and commercial education, may establish and maintain schools and departments of, section 50 40
All-day, part-time, or continuation or evening classes in, may establish, section 50 40
Ineligible as members, who, section 24 28
Section 31 30
Joint schools, school boards of two adjacent districts may establish, section 93 76
Managed by boards jointly, section 93 76
Purchase, take, hold and lease property, section 93 76
Title to, vests in jointly, section 93 76
Libraries, appoint manager of, and person to select books, section 154, sub-section 1 128
Appropriate funds for as many as five in one year, section 154, sub-section 1 128
Bookcases for, section 154, sub-section 2 128
Manual, industrial or technical schools, etc., may make appropriation to non-sectarian, section 49, sub-section 15 40
May introduce foregoing and other special branches in schools, section 49, sub-section 15 40
Meetings of, hold regular and special, section 49, sub-section 6. 39
Regulation 94 191
Division superintendent to be present at—not to vote, regulation 83 189

DISTRICT SCHOOL BOARD:—Continued. Page
Meetings of teachers, encourage, section 86, sub-section 1..... 74
Of people of district, call, section 49, sub-section 7..... 39
Member who employs or pays teacher without certificate, or related to any member of board as brother, sister, etc., liable to refund any public money so paid, section 49, sub-section 2..... 38
Oath of members, section 32..... 31
Regulation 86..... 189
Regulation 93..... 191
Opening and closing school, prescribe time of, regulation 100.. 193
Specify time of, in contract with teacher, regulation 100.. 193
Pay of teachers, provide for, section 49, sub-section 11..... 39
Section 54..... 41
Powers and duties of, section 49..... 38
Pupils, admission and attendance of:
From—
Adjoining district of another county, regulation 125.. 201
Appeal, regulation 125..... 201
Another district of county, section 98..... 81
Appeal, section 98..... 81
Any other district (than that in which parent or guardian resides) of State, section 99, sub-section 1.. 81
Appeal, section 99, sub-section 1..... 81
Beyond boundaries of State, but near thereto, section 99, sub-section 2..... 82
Other districts, into high or graded schools, regulation 124..... 200
Into night or evening schools, or classes, regulation 126.. 201
Other persons, including those between the ages of 20 and 25 years, section 102..... 82
Regulation 126..... 201
Children six years of age, section 100..... 82
Suspend or expel, may, section 49, sub-section 3..... 38
Prompt action in case of suspension, section 85..... 73
Upon nearest school, unless otherwise ordered by district board, section 99, sub-section 3..... 82
Rank of teachers' certificates, suggestions for convenience of, regulation 58..... 183
Real estate, may condemn, etc., section 58..... 43
Section 59..... 44
Land that may not be acquired by condemnation, proceedings by, section 59..... 44
Must have title in fee to borrow from literary fund, section 67, sub-section 6..... 50
Title to, examined and approved by attorney at law, section 57..... 43
Appeal to circuit court or judge, section 57..... 43
To court of appeals, section 57..... 43
(See also section 59.)
Records of, kept in bound volume, section 47..... 37
Open to inspection, section 47..... 37
Regulations for government of schools and conduct of children to and from school, make, section 49, sub-section 1.... 38
For infliction of penalties on pupils, regulation 131..... 202

DISTRICT SCHOOL BOARD:—Continued. Page
Report on any matter when required by division superintendent, section 49, sub-section 14 40
School, may close for cause and pay teacher accordingly, regulation 101 193
School census, see that is taken, section 49, sub-section 5 39
Revise, section 43 36
School district, donations to, vest in, section 56 42
School funds, how applied by, regulation 103 193
School-houses (and furniture), to provide, section 49, sub-section 9 39
Additional, borrow money and issue bonds for, section 68 .. 51
From county school board, section 66 49
From literary fund, section 67, sub-section 2 49
Care and control of, regulation 108 195
Exercise care in building, locating, etc., regulation 107 ... 194
Lease, purchase or build, section 49, sub-section 9 39
Not to build until site, location, plans, etc., approved by division superintendent, section 60 45
Regulation 107 194
Not to conduct school in house condemned by division superintendent, section 60 45
Provide for disinfecting, and sanitary drinking appliances, section 64, rules 10 and 11 48
Provide out-houses, etc., section 61, sub-section 4 46
Use of for certain purposes, may grant, section 62 46
Appeal, section 62 46
School laws, explain, enforce and observe, section 49, sub-section 1 38
School property, care for, manage, and control, section 49, sub-section 9 39
Sale or exchange of, may petition for, section 40 34
Title to belonging to district, vests in, section 55 42
Examination and approval of, by attorney at law, section 57 43
Appeal to circuit court or judge, section 57 43
Appeal to court of appeals, section 57 43
(See also section 59.)
School wagons, residue State and county funds may be used to pay drivers of, regulation 103 193
Settlement of accounts of, etc., county school board may proceed against for, section 41 35
State school funds, certificate of, necessary to secure, section 53 41
Sub-districts, authority over, section 69, sub-section 2 55
Appoint directors of, when may, section 69, sub-section 10. 57
Establish or order, section 69, sub-section 1 54
Secretary must report to, section 69, sub-section 11 58
Teachers, substitute, not to be engaged, or days lost by teachers without consent of, regulation 132 202
Contracted with, written report to division superintendent on, regulation 98 192
Teacher or principal, against whom charges involving character are made, to be notified of, by, regulation 129 .. 202
Text-books, provide for indigent children, section 49, sub-section 4 38

DISTRICT SCHOOL BOARD:—Continued. Page
Use of school-house for certain purposes, may grant, section 62 46
Appeal, section 62 46
Vacancies in membership of, section 25 29
Section 27 29
Section 32 31
Visit schools, section 49, sub-section 10 39
Warrants of, how drawn, section 49, sub-section 12 39
Section 54 41
DISTRICT SCHOOL FUND:
Consists of what, section 136, sub-section 3 101
Under control of district board, regulation 103 194
Unexpended, to remain part of, section 119 93
Residue of, used for pay of teachers, regulation 103 194
(See School Funds.)
DISTRICT SCHOOL LEVY:
See Taxation.
DISTRICT SCHOOL TRUSTEE:
See Trustees.
DIVISIONS, SCHOOL:
See School Divisions.
DIVISION SUPERINTENDENTS:
Admission and attendance of pupils, duties concerning, sections 98, 99, and 100 81-82
Regulations 125 and 126 201
Annual report of district boards to, regulation 105 194
Annual report of, to Superintendent Public Instruction, regulation 71 186
Not to receive pay until report received, regulation 71. 186
Monthly report of, when due, regulation 69 185
Report of county board through, section 38 32
Special reports to Superintendent Public Instruction, regulation 71 186
Annual statement of county board, see that published and posted, section 137 102
Appeals to and from, section 29 30
Regulation 1, sub-section 6 157
Regulation 20 146
Regulation 85 189
Regulation 125 201
Appointment of, etc., section 8, sub-section 1 (Constitution) 7
Section 7, sub-section 1 15
Section 7, sub-section 15 20
Section 17 26
Term of office, section 17 26
When office vacant, section 17 26
Who not eligible, section 7, sub-section 1 15
Section 17 26
In cities, section 191 152
Apportion State and county school funds under direction county board, regulation 75 187
Regulation 76 187
Record schemes of apportionments, regulation 77 187
Authority and duties of, not abridged by sub-district law, section 69, sub-section 18 62

DIVISION SUPERINTENDENT:—Continued. Page
Bond issue, approve location, plans, etc., for school-house, before election ordered for, section 68, sub-section 5.... 52
Approve securities for investment of sinking fund, section 68, sub-section 9..... 54
Boundaries of school districts, furnish—
Corporations operating steamships, etc., section 149, sub-section (k)..... 119
Express companies, etc., section 149, sub-section (j)..... 118
Railway and canal companies and clerk Corporation Commission, section 149, sub-section (i)..... 117
Penalty for failure, section 149, sub-section (i)..... 117
Telegraph, telephone companies, etc., and clerk Corporation Commission, section 149, sub-section (l)..... 119
Penalty for failure, section 149, sub-section (l)..... 119
Water or heat, light, etc., companies, section 149, sub-section (m)..... 120
Census, school, copy of returns delivered to, sections 43 and 44. 36
Duty as to, when boundaries districts changed, section 45. 37
Furnish returns census of deaf and blind to Superintendent School for D. & B., section 44..... 36
Certificates, teachers', endorsement by, section 78..... 67
Regulation 17 164
Endorse, may refuse to, regulation 19..... 164
Report refusal to Superintendent Public Instruction, regulation 19..... 164
Return certificates to teachers, regulation 18..... 164
Revoke, may, subject to appeal to Superintendent Public Instruction, regulation 20..... 164
Statement that teacher holds certificate, to furnish, regulation 18..... 164
Subject to fine of $25 for permitting person without valid certificate to teach in his division, regulation 18.... 164
Clerk of school trustee electoral board, section 23..... 28
Member of board, section 22..... 28
Complaints or appeals, decide local, subject to appeal to Superintendent Public Instruction, regulation 85..... 189
Statement of complaint to, by five heads of families, section 29..... 30
Consolidate schools, urged to, regulation 109..... 195
Delinquent, to be reported by secretary State Board Education, regulation 82..... 188
Distribute reports, forms, laws, etc., regulation 79..... 188
District clerks, require necessary reports of, regulation 84.... 189
Examine books and papers of delinquent, section 118..... 93
Inspect record and account books of, regulation 73..... 186
Notify of apportionments and district tax on hand, regulation 76..... 187
Duties of, prescribed by State Board Education, section 8 (Constitution) 7
Section 7, sub-section 1..... 15
Section 20 27
Abstract of report, furnish newspapers, regulation 71.... 186
Apportioning funds when district in more than one county, section 46..... 37

DIVISION SUPERINTENDENT:—Continued. Page
Apportionments, furnish copy to treasurer, district clerks and newspapers, regulation 75 187
Appreciation of education among people, promote, regulation 88 190
Average attendance, may fix minimum at 15, when, regulation 123 200
Continuance of school when reduced by factious spirit, regulation 123 200
District board to report on any matter, may require, section 49, sub-section 14 40
Establishment of high school, give notice of to State Board Education, section 94, sub-section 3 77
Explain school system, regulation 80 188
In general, and time to be given to, section 7, sub-section 1 15
Visitation and supervision, regulation 87 189
Institute, hold at least one a year, regulation 88 190
Laws, regulations, decisions, etc., observe, and see that enforced, regulation 71 186
Regulation 80 188
Inform Superintendent Public Instruction if not, regulation 80 188
Meetings of teachers, encourage, etc., regulation 88 190
Section 86, sub-section 1 74
Records, keep, and file papers, regulation 90 190
Under compulsory education law, section 103 83
Under sub-district law, section 69 54
Guilty of misdemeanor if does not comply with, section 69, sub-section 20 62
Reports from directors of, may require, section 69, sub-section 17, 8a 62
Take part in meetings, but not vote, section 69, sub-section 16 59
Eligible to position on State Board Education, one from county and one from city, section 6 (Constitution) 6
Section 3 13
Estimates of county board, submit to board supervisors, section 49, sub-section 8 39
Section 136, sub-section 3 101
Estimates of district board, submit to county board, section 49, sub-section 8 39
Regulation 102 193
Examinations of teachers, under supervision of, regulation 3, sub-section 5 159
Applicants for to notify, regulation 7 160
Assistant in, to employ, regulation 8 160
County board to compensate assistant, regulation 8 .. 160
Instructions to, regulation 9 160
Regulation 10 162
"Appendix" 205
Notice time fixed for, to give, regulation 3, sub-section 7 .. 159
Papers of applicants, how examined and valued by—
"Appendix," sections 1, 2 and 3 205
Arrangement and assortment of, regulation 9, sub-section 14 162

DIVISION SUPERINTENDENT:—Continued. Page
"Appendix," section 4 206
Papers forwarded by, to Superintendent Public Instruction within ten days after examination, regulation 12.... 163
Questions for, notify Superintendent Public Instruction, number sets needed, regulation 11..... 163
Questions for, sent to, by Superintendent Public Instruction, regulation 4 159
Register of applicants, to keep, regulation 13..... 163
Examine and report on books and papers of treasurers and clerks who fail to lay same before county board, section 118. 93
High school fund, State, treasurer to report receipts and disbursements to, section 94, sub-section 3..... 77
Holidays, school, notify teachers of, regulation 104..... 194
In cities, how paid, section 196..... 153
May assign and reassign teachers and principals, regulation 92..... 191
May teach, section 197..... 153
Who ineligible, section 191 152
In cities of second class, section 188..... 150
Ineligible to office of, who, section 7, sub-section 1..... 15
Section 17..... 26
Section 191..... 152
Libraries, school, inform State Board Education whenever appropriation for made by district board, section 154... 128
Forward to Superintendent Public Instruction order, with list books and warrants, section 154, sub-section 2.. 128
Malfeasance or neglect of duty, penalty for, section 72..... 65
Meetings of district board, may be present at, but not vote, regulation 83..... 189
Night schools or evening classes, approve terms and conditions establishment of, regulation 126..... 201
Oath, administer and take testimony in certain cases, regulation 86 189
May administer, to trustees, section 32..... 31
Oath of office, take, section 17..... 26
By whom administered, section 17..... 26
Where recorded, section 17..... 26
Opening and closing school, approve time fixed for, regulation 100..... 193
Patrons' Day, require each principal to have, regulation 89.... 190
Regulation 132..... 203
Penalties and forfeitures against, how sued for, section 73.... 65
Pension, not entitled to, section 83, sub-section 1..... 68
President of county school board, section 34..... 31
Call meetings of board, section 35..... 31
Punished, suspended, or removed, may be, by State Board Education, section 7, sub-section 15..... 20
Removal of, section 8, sub-section 1 (Constitution)..... 7
Section 7, sub-section 1..... 16
Sub-section 15..... 20
Punishment, suspension, or, section 7, sub-section 15.... 20
Reports, teachers make to, regulation 132..... 203
Salary of, section 18..... 27
Section 196..... 153

DIVISION SUPERINTENDENT:—Continued. Page
How paid, section 19 ... 27
How supplemented, section 18 ... 27
Section 196 ... 153
Deduction from for:
Delay of annual report, regulation 72 ... 186
Delay of monthly report, regulation 70 ... 186
Failure to furnish information, regulation 81 ... 188
School districts to be numbered and named by, section 51 ... 41
School finances, state of December 1st, etc., treasurer to report to, section 116 ... 92
Regulation 74 ... 187
School funds, report to Superintendent Public Instruction on disbursements of, section 134 ... 101
See that properly applied, regulation 73 ... 186
School-houses, approve site, location, plans, etc., section 60 ... 45
Regulation 107 ... 194
Condemn unsuitable houses, section 60 ... 45
Report to State Board Education his action as to site, plans, etc., section 60 ... 45
State and county school funds, apportion under direction county board, regulations 75 and 76 ... 187
State school funds, treasurer to notify of receipt of, section 21 ... 27
Apportionment of, receive copy of scheme, regulation 1, sub-section 9 ... 157
State students, nominate to—
College of William and Mary, section 161 ... 133
State Normal School for Women at Fredericksburg, section 163 ... 133
State Normal School for Women at Harrisonburg, section 163 ... 133
State Normal School for Women at Radford, section 164 ... 134
Virginia Normal and Industrial Institute, Petersburg, section 170 ... 137
Notice to division superintendent of vacancies in, section 170 ... 137
Suspended, may be, by State Board Education, section 7, sub-tion 15 ... 20
Teach, not to, regulation 128 ... 201
When may, in cities, section 197 ... 153
Teachers, approve payment of salary if school closed before contract expires, regulation 101 ... 193
Contracted with, report to division superintendent by district board, regulation 98 ... 192
Meetings of, section 86, sub-section 1 ... 74
Reports of teachers to, regulation 132 ... 202
School holidays, notify of, regulation 104 ... 194
Term of office, section 8 (Constitution) ... 7
Section 7 ... 15
Section 17 ... 26
When office vacant, section 17 ... 26
Text-books, see that price list of, furnished teachers, regulation 121 ... 199
Name supply points to Superintendent Public Instruction, regulation 78 ... 188

DIVISION SUPERINTENDENT:—Continued. Page
Notify Superintendent Public Instruction of departure by dealers from fixed prices of, or failure to supply books, section 8, sub-section 8 23
Treasurer and clerks, examine and report on books and papers of those who fail to lay same before county board, section 118 93
Treasurer report receipts and disbursements State high school fund to, section 94, sub-section 3 77
Report state of school finances on December 1st, etc., section 116 92
Regulation 74 187
Division superintendent to notify, that State money ready for distribution, section 21 27
Treasurer to notify superintendent of receipt of State money, section 21 27
Trustee to act as, when, regulation 91 190
Unlawful for school officers to be interested in supplying, books, appliances, etc., for schools, or to act as agent for publisher or dealer, etc., section 70, sub-section 1 63
Exception, section 70, sub-section 1 63
Penalty for violation, section 70, sub-section 1 63
In contract for work done or supplies, etc., section 70, sub-section 2 64
Exception, section 70, sub-section 2 64
Penalty for violation, section 70, sub-section 3 64
Unlawful for school officers, etc., to discount warrants, section 70, sub-section 3 64
Penalty for violation, section 70, sub-section 3 64
Vacancies in office of, section 17 26
Warrants, cancelled, to be delivered to, section 117 93
Kept 12 months before destroying, section 117 93
Failure of treasurer to pay warrant or furnish statement of funds, to notify county or city board, section 126, sub-sections 1 and 2 96

DOMESTIC ARTS AND SCIENCE:
Department of, in certain high schools, section 96 79

DONATIONS:
For school purposes, section 39, sub-section 4 33
Section 56 42
Private, for libraries, section 154 128

DRAWING:
Examination of teachers on, regulation 5 159
Included in subjects taught in schools, section 88 75
Regulation 111 195
Special certificates to teachers of, regulation 49 175

ELECTIONS:
See Special Elections.

ELECTORAL BOARD, SCHOOL TRUSTEE:
See School Trustee Electoral Board.

ESTIMATES OF FUNDS NEEDED:
Board of supervisors, duty in regard to, section 136, sub-section 3 101
City school board, by, section 194 152
Section 198, sub-section 14 155

ESTIMATES OF FUNDS NEEDED:—Continued. Page
County school board, by, section 39, sub-section 2 32
District boards, by, section 49, sub-section 8..... 39
Division superintendent, duty of in regard to, section 39, sub-section 2..... 32
Section 49, sub-section 8..... 39
EVENING CLASSES:
In industrial, agricultural, household arts, and commercial education, district board may establish, section 50, sub-section 2..... 40
Admission of pupils into, section 50, sub-section 2..... 40
EXAMINATIONS, TEACHERS':
Age of applicants, regulation 6..... 160
Applicants to notify division superintendent, regulation 7.... 160
Fill up forms, regulation 9, sub-sections 5 and 18.....160-162
Report of results examination sent to, "Appendix," section 7..... 206
Applicants, register of, division superintendent to keep, regulation 13..... 163
Assistant in, division superintendent to employ, regulation 8.. 160
Days on which held fixed by Superintendent Public Instruction, regulation 3, sub-section 6..... 159
Division of, terms and conditions, regulation 55..... 180
"Appendix," section 8..... 206
High school subjects, regulation 50..... 175
High school and special subjects given in April and July, regulation 3, sub-section 4..... 159
Questions for, regulation 50..... 175
In various school divisions under supervision division superintendents, regulation 3, sub-section 5..... 159
Instructions to division superintendents, regulations 9, 10, 11, 12 162-163
"Appendix," 205
Notice of time fixed for, Superintendent of Public Instruction to give, regulation 3, sub-section 6..... 159
Division Superintendent to give, regulation 3, sub-section 7. 159
Papers of applicants, arrangement and assortment of, regulation 9, sub-section 14..... 162
"Appendix," section 4..... 206
Examination and valuation of—
"Appendix," sections 1, 2, 3, 7.....205-206
Passed upon finally by State Board Examiners, regulation 2..... 158
From one division examined in another, numbering of, regulation 9, sub-section 4..... 160
Numbering of, by division superintendent, regulation 9, sub-section 4..... 160
"Appendix," section 6..... 206
Numbering of, at summer schools, regulation 9, sub-section 4..... 160
Papers forwarded to Superintendent Public Instruction within ten days after examination by division superintendent, regulation 12..... 163
"Appendix," section 4..... 206

EXAMINATIONS, TEACHERS':—Continued. Page
Papers preserved by Superintendent Public Instruction twelve months and destroyed, regulation 12 163
Percentages required, etc., regulations 45-49, inclusive, and 54 .....173-175 and 180
Questions for, prepared by State Board of Examiners, regulation 2 159
Sent to division superintendents by Superintendent Public Instruction, regulation 4 159
Reading course, given in April and July, regulation 3, sub-section 3 159
Subjects included in, regulation 51, sub-section 4 179
Register of applicants, division superintendent to keep, regulation 13 163
Regulations governing, prescribed by Superintendent Public Instruction, regulation 3, sub-section 5 159
Regulation 9 160
Reports of results of examination sent to applicants, "Appendix," section 7 206
Copy of, and certificates sent to division superintendent, "Appendix," section 7 206
State summer schools, at, under supervision of conductors, regulation 3, sub-section 5 159
State system of, Note, page 158
Subjects embraced in, regulation 5 159
Regulation 38 168
Regulation 44 172
Regulations 47 and 48 174
Regulation 50 175
Regulation 51 178
Time fixed for, Superintendent Public Instruction to name, regulation 3, sub-section 6 159
Division superintendent, to give notice of, regulation 3, sub-section 7 159
Uniform, two held annually in April and July, regulation 3 .. 159
When held, regulation 3 159
White and colored on same days, but in separate places, regulation 8 160

FACTIONAL SPIRIT:
Average attendance reduced by, duty of certain officers when, regulation 123 200

FINES:
Collected, how, section 73 65
Collected and compromised, regulation 135 204
Literary fund, paid into, sections 130 and 131 99
Remitted by county school board, certain, may be, section 118 .. 93
See Penalties and Forfeitures.

FIRE ESCAPES:
Required in school-houses over three stories high, section 156 ... 131
Penalty for violation, section 156 131

FORMS, BLANK:
Prepared by Superintendent Public Instruction, regulation 1, sub-section 3 156
Distributed by division superintendent, regulation 79 188

FREDERICKSBURG STATE NORMAL SCHOOL FOR WOMEN: Page
See State Normal School for Women at Fredericksburg.
GENERAL ASSEMBLY:
Agricultural, normal, manual training and technical schools, may establish, section 13 (Constitution) 9
Appropriations, may not make to private schools, exception, section 17 (Constitution) 9
Appropriations by—
See Appropriations.
Compulsory education, may provide for, section 14 (Constitution) 9
Free text-books for indigent children, provision for supplying, section 15 (Constitution) 9
Funds to be applied to schools by, section 11 (Constitution) 8
Apportionment of, etc., section 11 (Constitution) 8
Section 21 (Constitution) 10
Real estate, provide for reassessment of, etc., section 20 (Constitution) 10
Report to, by State Board Education, at each regular session, covering annual report of Superintendent Public Instruction, section 7, sub-section 18 20
Rules and Regulations of State Board Education, may revise, amend, or repeal, section 8, sub-section 3 (Constitution) 7
Suggestions to, State Board of Education to make, section 7, sub-section 17 20
Superintendent of Public Instruction to offer, regulation 1, sub-section 11 158
GIFTS, DEVISES, ETC.:
For purposes of education, validity of, section 129 98
GOVERNOR:
Arbor Day, designate annually, section 157 132
Conference for betterment of agricultural conditions, call certain officials for, section 181, sub-section 6 145
Member State Board of Education, section 6 (Constitution) 6
Section 3 13
GLEBE LANDS:
Appropriated for education and vest in county, city, or district school board, section 127 97
Section 128 98
Property derived from sale of, vests in county school board, section 39, sub-section 4 33
Revenue from, applied in same way as income of literary fund, section 128 98
GRADED COURSE OF STUDY:
To be adopted for common schools and for high schools, regulations 111 and 112 195
GRADED SCHOOLS:
Admission of pupils from other districts, regulation 124 200
Regulation 113 196
Preference to be given to, section 87 74
State appropriation for, section 151 122
GRAMMAR SCHOOLS:
See Primary and Grammar Schools.

HAMPTON NORMAL AND AGRICULTURAL INSTITUTE: Page
Annual report of, to Superintendent of Public Instruction, president or chairman board, to make, section 173..... 138
State students, how selected, section 172..... 138
HARRISONBURG STATE NORMAL SCHOOL FOR WOMEN:
See State Normal School for Women at Harrisonburg.
HIGH SCHOOLS (AND HIGHER BRANCHES):
Admission of pupils from other districts, etc., regulation 124.. 200
Regulation 113 196
Appropriations for, and conditions of:
State, annual, section 94, sub-section 4..... 77
Section 151 122
Inspected before receiving, section 94, sub-section 3.. 77
Itemized statement furnished of, to Auditor by State Board, section 94, sub-section 4..... 77
Kept separate and used exclusively for support of, section 94, sub-section 3..... 77
Placed to credit of high school fund of district, and paid out on warrants of district board, section 94, sub-section 3 77
Primary and grammar schools maintained at least five months before receiving State aid, section 94, sub-section 1..... 76
State Board Education may appropriate from $250 to $400 annually for each school, section 94, sub-sections 3 and 4..... 77
State not to exceed local appropriation for, section 94, sub-section 4..... 77
Local annual appropriation of $250 necessary to secure State aid, section 94, sub-section 3..... 77
Books, appliances, etc., used in, selected by State Board Education, regulation 119..... 199
Branches, higher, fee may be charged for instruction in, section 89..... 75
Certificates entitling holders to teach, regulation 57.... 182
Certificates of teachers in, regulation 57..... 182
Regulations 115, 116 and 117.....197-198
Conducted in suitable building of its own or with graded school, section 94, sub-section 1..... 76
District board must appropriate at least $250 annually from local funds to secure State aid, section 94, sub-section 3. 77
Elementary schools, establishment of, not to interefere with, section 90..... 75
Establishment of, division superintendent to notify State Board Education of, section 94, sub-section 3..... 77
Not to interfere with elementary schools, section 90.... 75
One or more district boards may establish, section 94, sub-sections 1 and 2..... 76
Joint, section 94, sub-section 2..... 76
One or more district boards may establish, section 94, sub-sections 1 and 2..... 76
Only one in each district aided by State appropriation unless area and population justify more, section 94, sub-section 3..... 77

HIGH SCHOOL (AND HIGHER BRANCHES):—Continued. Page
Primary and grammar schools must be maintained at least five months before State funds can be used for, section 94, sub-section 1 ... 76
Provisions for high schools and higher branches, section 89 ... 75
Section 90 ... 75
Section 94 ... 76
Section 198, sub-section 6 (in cities) ... 154
Regulation 110 ... 195
Regulations 112 and 113 ... 195-196
Receipts and disbursements of State funds for, treasurer to make annual report of, to division superintendent, section 94, sub-section 3 ... 77
Registration and inspection of, for issuance of teachers' certificates to graduates, etc., of, regulation 21 ... 164
Regulations and requirements for admission of resident and non-resident pupils, State Board Education to prescribe, section 94, sub-section 2 ... 76
Regulations 112 and 113 ... 195-196
Regulation 124 ... 200
Requirements for, standard of, "Foreword," regulation 114 ... 196
First grade (four year) high school, regulation 117 ... 198
First grade normal training high school, minimum requirements for, regulation 118 ... 199
Second grade (three year) high school, regulation 116 ... 197
Third grade (two year) high school, regulation 115 ... 197
Rules and regulations for distribution of State funds for, State Board Education to fix, section 94, sub-section 4 ... 78
Schools having normal training or agricultural, etc., departments to be designated by State Board Education, section 95, sub-section 3 ... 79
Section 96, sub-section 1 ... 79
Standard prescribed by the State Board Education, conform to, section 94, sub-section 3 ... 77
Teachers in, certificates required, regulation 115, sub-section 6 ... 197
Regulation 116, sub-section 6 ... 198
Regulation 117, sub-section 6 ... 198
Certificates entitling holders to teach in, regulation 57 ... 182

HOLIDAYS:
Anniversary of birth of Jefferson Davis celebrated in schools, section 178 ... 140
District board to declare, regulation 104 ... 194
Approved by county board, regulation 104 ... 194
Same throughout county, regulation 104 ... 194
Notify teachers of, division superintendent to, regulation 104 ... 194

HOUSEHOLD ARTS:
All-day, part-time or continuation or evening classes in, section 50 ... 40
Establishment and maintenance of departments of, section 50 ... 40
Requirements for special certificates to teachers of, regulation 49 ... 175

INDIAN:
Defined, section 101 ... 82

INDIGENT PUPILS:
See Pupils.

INDUSTRIAL EDUCATION: Page
All-day, part-time or continuation or evening classes in, section 50 40
Establishment and maintenance of schools and departments of, section 50 40
Requirements for special certificates to teachers of, regulation 49 175

INSPECTION OF SCHOOLS:
See Division Superintendent of Schools, Medical Inspectors of Schools, State Inspectors of Schools, and Superintendent of Public Instruction.

JOINT SCHOOLS:
District boards of adjacent districts may establish, section 93.. 76
Property purchased or leased for, section 93 76
(For provision for Joint High Schools, see section 94, sub-section 2.)

KINDERGARTEN:
Requirements for special certificate to teachers of, regulation 49. 175

LAND FOR SCHOOL PURPOSES:
See Real Estate.

LAUREL REFORMATORY:
Appropriation, State, for school and school building at, section 179 141
For support of school, section 151 122
School of, under control State Board Education, section 179.. 141

LIBRARIES, SCHOOL:
See School Libraries.

LITERARY FUND:
Accountant of, Second Auditor, section 7, sub-section 12 19
Auditor to pay over annually in money, section 131 99
Claims to be paid from, how payment made, section 7, sub-section 12 19
Collection of fines, etc., for benefit of, regulation 135 204
Composed of, what, section 10 (Constitution) 8
Disbursement of, section 7, sub-section 12 19
Fines, part of, sections 130 and 131 99
Collection of, regulation 135 204
Gifts, devises, etc., for literary purposes, validity of, section 129. 98
Glebe lands, etc., revenue of, to be applied in same way as, section 128 98
Income of, dedicated to public free schools, section 131 99
Investment of capital and unappropriated income of, section 7, sub-section 11 19
Loans from, to build school-houses, terms, conditions, etc., of, section 67 49
Application for, written, to State Board Education, section 67, sub-section 2 49
Bonds for, how paid, and where deposited, section 67, sub-section 4 50
Not made to aid in building house costing less than $250, section 67, sub-section 3 49
Only on property having clear title, section 67, sub-section 6 50

LITERARY FUND:—Continued. Page
Shall not exceed 50 per cent. cost of building, section 67, sub-sections 3 and 8 49-51
Shall not exceed $10,000. for any one building, section 67, sub-sections 3 and 8 49-51
To bear interest at 3 and 4 per cent. and repaid in 15 annual installments, section 67, sub-sections 4 and 8..50-51
Managed and invested, how, section 8, sub-section 2 (Constitution 7
Section 7, sub-section 11 19
Section 131 99
Money belonging to, how received into treasury, section 7, sub-section 12 19
Money due, recovery of, section 6 15
Penalties and forfeitures from school officers, teachers, etc., belong to, section 73 65
Principal of, to remain unimpaired, section 131 99
Recovery of money due, section 6 15
Second Auditor, accountant of, section 7, sub-section 12 19
Securities belonging to, deposited with Second Auditor, section 7, sub-section 11 19
Validity of gifts, devises, etc., for literary purposes, section 129. 98

LOANS:
From county school board to district school board for building school-houses, section 66 49
From literary fund, section 67 49
(See Literary Fund.)
General, section 68 51
To Virginia students at institutions of higher and special education, section 152 126

MAGISTERIAL DISTRICTS:
Continued, section 3 (Constitution) 5

MANUAL AND INDUSTRIAL TRAINING:
District boards may establish schools of, section 49, sub-section 15 40
May make appropriations to non-sectarian schools of, section 49, sub-section 15 40
Taught in common schools, may be, regulation 111 195
In high schools, section 96 79
Teachers of, requirements for special certificates to, regulation 49 175

MEDICAL INSPECTORS OF SCHOOLS:
City and county school boards may appoint, and fix duties and compensation of, regulation 133 203

MEETINGS:
Of
City school board, section 198, sub-section 8 154
County school board, section 35 31
Section 37 32
District school board, section 49, sub-section 6 39
Regulation 94 191
Educational, teachers should attend, regulation 132 202
People, to be called, section 49, sub-section 7 39
Section 198, sub-section 9 154
School Trustee Electoral Board, section 26 29

METINGS:—Continued. Page
State Board of Education, section 4 14
Teachers, section 86, sub-section 1 74
Regulation 88 190
Regulation 132 202

MORAL EDUCATION:
May be taught in common schools, regulation 111 195
Provision to be made for, section 88 75
Text-books on, how selected, section 88 75

MUSIC:
May be taught in common schools, regulation 111 195
Teachers of, requirements for special certificates to, regulation 49 175

NARCOTICS AND ALCOHOL:
Effects of, to be taught, section 88 75

NATURE STUDY:
May be taught in common schools, regulation 111 195

NEGRO:
See Colored Persons.

NEGRO REFORMATORY:
Appropriation to by State, section 180 141
Section 151 122
School at, under control State Board Education, section 180 141

NIGHT SCHOOLS:
Establishment of under certain conditions, section 102 82
Regulation 126 201
Pupils regardless of age may be admitted into, section 102 82

NON-RESIDENT CHILDREN:
Terms and conditions of admission of non-residents of—
District, section 98 81
Section 99 81
Regulation 124 200
Regulation 125 201
City, section 99, sub-section 1 81
State, section 99, sub-section 2 82

NORMAL SCHOOLS:
City school boards may establish, section 198, sub-section 6 .. 154
See College of William and Mary, Hampton Normal and Agricultural Institute, Normal Training High Schools, State Normal Schools for Women, and Virginia Normal and Industrial Institute.

NORMAL TRAINING HIGH SCHOOLS:
Admission of pupils into, regulation 118, sub-section 7 199
Appropriation by State, section 95 78
Section 151 122
How appropriation paid, section 95, sub-section 2 78
Used exclusively for pay of teachers in, section 95, sub-section 1 78
Books, appliances, etc., used in, selected by State Board Education, regulation 119 199
Chief object of, section 95, sub-section 3 79
Course of study in, prescribed by State Board of Education, section 95, sub-section 3 79
First grade, minimum requirements for, regulation 118 199

NORMAL TRAINING HIGH SCHOOLS: J—Continued. Page

High schools in which normal department established to be designated by State Board Education, section 95, sub-sections 1 and 3 78-79

Not more than one in any county, etc., section 95, sub-section 4 79

Pupils receiving benefit of course in, may be obligated to teach in rural public schools, section 95, sub-section 3 79

Requirements, minimum, for a first grade normal training high school, regulation 118 199

Teachers employed in, qualifications of determined by State Board Education, section 95, sub-section 3 79

See High Schools.

OATH OF OFFICE:

Administered by division superintendent of schools, when, section 32 31

Regulation 86 189

All officers, prescribed for, section 1 (Constitution) 5

Sections 75 and 76 66

Failure to take, vacates office, section 25 29

Oath of—

Division superintendent of schools, section 17 26

By whom administered and where recorded, section 17 26

Member city school board, section 198 153

By whom administered and where recorded, section 198 153

District school board, section 32 31

Regulation 93 191

By whom administered and where recorded, section 32 31

Regulation 93 191

School trustee electoral board, citizen member, section 22 28

Qualification of, section 22 28

State Board Education, section 3 14

By whom administered and where recorded, section 3 14

Superintendent Public Instruction, section 11 24

By whom administered and where recorded, section 77 66

Recorded, where generally, section 77 66

OFFICERS, SCHOOL:

See School Officers.

OFFICIAL PAPERS:

Delivered to successor in office, section 71 64

Penalty for failure, section 71 64

PATRONS:

Election of teachers by, when, procedure, etc., regulation 99 .. 192

Patrons' day observed in each school during term, regulation 89. 190

Regulation 132 203

Teachers should visit, regulation 132 202

See Meetings.

PATRONS' DAY: Page
To be observed in each school during term, regulation 89.... 190
Regulation 132..... 203
PENALTIES AND FORFEITURES:
Against—
Clerk of district board, section 103, sub-section 6..... 85
Section 69, sub-section 20..... 62
Section 118..... 93
Section 137..... 102
Sections 70 and 71.....63-64
Section 72..... 65
District trustee, section 49, sub-section 2..... 38
Section 69, sub-section 20..... 62
Sections 70 and 71.....62-65
Section 137..... 102
Regulation 97..... 192
Division superintendent, regulation 18..... 164
Section 69, sub-section 20..... 62
Sections 70 and 71.....63-64
Section 72..... 65
Section 137..... 102
Regulations 70 and 72..... 186
Regulations 81 and 82..... 188
Member State Board Education, section 70..... 63
Officers (general reference), section 69, sub-section 20.... 62
Sections 70, 71, 72.....63-65
Section 137..... 102
Parents or guardians, under compulsory education law, section 103..... 83
Under child-labor law, section 155, sub-section 6..... 131
Publishers text-books, violation of contracts, section 8.... 20
Pupils, reasonable penalties may be inflicted by teacher, regulation 131..... 202
State Superintendent Public Instruction, section 69, sub-section 20..... 62
Sections 70 and 71.....63-64
State institutions if annual reports not made to Superintendent Public Instruction, section 174..... 139
Sub-district school officer, section 69, sub-section 20..... 62
Teachers, sections 70 and 72.....63-65
Treasurers, section 116..... 92
Sections 118 and 120..... 93
Section 122..... 94
Section 126, sub-section 7..... 97
Disposition of, and how sued for, section 73..... 65
If inflicted, person not subject to second prosecution, section 73 65
Under child labor law, section 155, sub-section 6..... 131
See Fines.
PENSIONS FOR RETIRED TEACHERS:
Age, service, etc., requirements as to, section 83, sub-section 1.. 68
Account of funds for, to be kept, section 83, sub-section 9.... 71
Amount of, to be paid, and how, section 83, sub-sections 8 and 10½.....70-71
Application for, who may make, section 83, sub-section 1..... 68

PENSIONS FOR RETIRED TEACHERS:—Continued. Page

Application to be restored to list after removal from, section 84, sub-section 1 72
Bonds, State Board Education to require of persons having custody of funds, except State Treasurer and Second Auditor, section 83, sub-section 9 71
Capital and unappropriated income for, State Board of Education to invest, etc., section 83, sub-sections 6 and 7 .. 70
Class "A" defined, section 83, sub-section 1 68
Mental or physical disability of applicants under this class, how shown, section 83, sub-section 2 68
Receive pension so long as disability exists, section 84, sub-section 1 72
New examination of applicants as to, section 84, sub-section 1 72
Removed from list—may have name removed, or it may be removed by State Board, when, section 84, sub-sections 1 and 5 72-73
How restored after removal, section 84, sub-section 3 .. 73
Class "B" defined, section 83, sub-section 1 68
Classification of teachers eligible for, section 83, sub-section 1. 68
Contracts with teachers to provide for deductions for, section 83, sub-section 4 69
Deficiency in funds, when exists, paid pro rata, section 83, sub-section 8 70
Disability, how mental or physical shown, section 83, sub-section 2 69
Eligible for, who, section 83, sub-section 1 68
Funds for, current, whence derived:
Deductions from monthly salaries of teachers, section 83, sub-section 4 69
How paid into State treasury, section 83, sub-section 4 69
State appropriation, section 83, sub-section 5 70
Section 151 122
Funds for, how received by State Treasurer, section 83, sub-sections 4, 5 and 6 69-70
Placed to credit of "retired teachers' fund," section 83, sub-section 4 69
Funds for permanent endowment:
Deductions from first year's pension, section 83, sub-section 3 69
Deductions from pensions of those placed on list prior to July 1, 1910, section 83, sub-section 12 72
How paid into State treasury, section 83, sub-section 4 69
Investment and management of, section 83, sub-sections 6 and 7 70
Legacies, etc., for, how received and managed, section 83, sub-sections 6 and 7 70
List of retired teachers to be published annually by State Board Education, section 83, sub-section 11 72
Payment of, when and how made, section 83, sub-section 8 70
Record of teachers pensioned kept by State Board Education, section 83, sub-section 1 68

PENSIONS FOR RETIRED TEACHERS:—Continued. Page
Removal from list, cause, conditions, etc., of, section 84, sub-section 1 ... 72
Section 84, sub-section 4 ... 73
Conditions of removal female teacher who marries after name has been on list, section 84, sub-section 5 ... 73
Refund of money to person removed, section 84, sub-section 6 ... 73
Restored to list after removal from, how, section 84, sub-section 3 ... 73
Rules and regulations for, State Board Education prescribes, section 83, sub-section 13 ... 72
Securities belonging to fund for, deposited with Second Auditor, section 83, sub-section 7 ... 70
List, etc., of to be returned by Second Auditor with his annual report, section 83, sub-section 7 ... 70
Service required, length of, after July 1, 1908, before teacher may be pensioned, section 83, sub-section 10 ... 71
Special, for teachers retired between July 1, 1902, and July 1, 1908, section 83, sub-section 10½ ... 71
Teachers' certificates, status as to, of teachers removed from pension list and afterwards restored to it, section 84, sub-section 2 ... 72
PRIMARY AND GRAMMAR SCHOOLS:
Maintained at least four months or local funds cannot be used for higher schools, section 12 (Constitution) ... 9
Section 39, sub-section 3 ... 32
Maintained at least five months or State high school appropriation cannot be used for high school purposes, section 94, sub-section 1 ... 76
State funds provided for, section 11 (Constitution) ... 8
Section 149 ... 114
Section 151 ... 122
See School Term.
PROFESSIONAL COURSE OF STUDY:
See Reading Course.
PROPERTY:
See School Property.
PUBLISHERS OF TEXT-BOOKS:
Affidavit of, as to prices, etc., section 7, sub-section 6 ... 17
Contracts (written) State Board to make with, section 8,
Section 8, sub-section 5 ... 22
sub-section 1 ... 20
Bond with surety approved by State Board, accompany, section 7, sub-section 6 ... 17
Section 8, sub-section 5 ... 22
Penalty for violation of, section 8, sub-sections 5 and 6 .. 22
Representations, terms and conditions of, section 8, sub-section 1 ... 20
State Board Education may instruct Attorney General to institute proceedings against, for violation of, section 8, sub-section 7 ... 23
Superintendent Public Instruction take care terms and conditions of complied with, section 8, sub-section 7 ... 23
Term for which may be made, section 7, sub-section 6 ... 17

PUBLISHERS OF TEXT-BOOKS—Continued. Page
Violations of, report to State Board by Superintendent Public Instruction, section 8, sub-section 7 23
(See also, section 7, sub-section 6.)
PUPILS:
Accidents, instruction of, for prevention, section 91 75
Admission of—
Adjoining district, another county, section 98 81
Regulation 125 201
Appeal, regulation 125 201
Another district, section 98 81
Appeal, section 98 81
Any other district than that in which parent or guardian resides, section 99, sub-section 1 81
Appeal, section 99, sub-section 1 81
Children 6 years of age, conditions, section 100 82
High schools, section 94, sub-section 2 76
Regulation 124 200
High and graded schools of other districts and counties, regulation 124 200
Indigent children, special provision for, section 99, sub-section 2 82
Night or evening schools or classes, regardless of age, section 102 82
Regulation 126, sub-section (b) 201
Non-residents of State—near boundaries of—section 99, sub-section 2 82
Non-residents into city schools, section 99, sub-section 1 .. 81
Appeal, section 99, sub-section 1 81
Other persons, including those between the ages of 20 and 25 years, section 102 82
Regulation 126 201
Not to be kept in school to detriment of, etc., regulation 126, sub-section (a) 201
Submit to regulations of school, etc., regulation 127 .. 201
Attend nearest school, unless otherwise provided by district board, etc., section 99, sub-section 3 82
Attendance under compulsory law, section 103 83
Average attendance of, does not effect pay of teachers, when, section 79 67
Necessary to form school, regulation 123 200
Relief of teachers from loss of pay on account of, when, section 80 67
Between 7 and 20 years residing in district, section 98 81
Cleanliness and good behavior required of, section 105 86
Colored and indian defined, section 101 82
Colored and white, separate schools for, section 98 81
Compulsory education of, section 103 83
Conduct of, going to and from school subject to rules of district or city school board, section 49, sub-section 1 38
Section 105 86
Section 198, sub-section 1 154
Contagious diseases, suffering with excluded, section 105 86
Enrollment and attendance of, necessary to form a school, regulation 123 200

PUPILS:—Continued. Page
Eyesight and hearing of, how tested, section 107 87
Expel or suspend, district or city board may, section 49, sub-section 3 38
Section 198, sub-section 4 154
Teachers may suspend, section 85 73
Regulation 131 202
Indian and colored, defined, section 101 82
Indigent, provision for admission of, section 99, sub-section 1 .. 81
District or city board to decide what are, section 49, sub-section 4 38
Free text-books for, section 15 (Constitution) 9
Section 49, sub-section 4 38
Instruction of, as to prevention accidents, section 91 75
In agriculture, manual training, and domestic arts and science in certain high schools, section 96 79
Medical inspectors for, regulation 133 203
Penalties, reasonable, teachers may inflict upon, regulation 131. 202
Schools free to persons between ages of 7 and 20 years residing in district, section 98 81
Separate schools for white and colored, section 98 81
Sight and hearing of, how tested, section 107 87
Suspend or expel, district or city board may, section 49, sub-section 3 38
Section 198, sub-section 4 154
Teacher may suspend, section 85 73
Report facts in writing to district board and parent or guardian, section 85 73
Regulation 131 202
Text-books, free for indigent, section 15 (Constitution) 9
Section 49, sub-section 4 38
All pupils must be supplied with proper, regulation 120 .. 199
Transportation of, provided for, section 92 76
Regulation 103 193
Tuition of, from other districts to be agreed upon, in advance, by board of districts concerned, regulation 124 200
Adjoining district, another county, regulation 125 201
Appeal, regulation 125 201
Another district, section 98 81
Appeal, section 98 81
Any other district than that in which parent or guardian resides, section 99, sub-section 1 81
Appeal, section 99, sub-section 1 81
Between 20 and 25 years of age, section 102 82
Regulation 126 201
High and graded schools of other districts and counties, regulation 124 200
High school branches, section 89 75
Residing beyond limits of State, etc., section 99, sub-section 2 82
Vaccinated, must be, when and how, section 105 86
White and colored to be taught in separate schools, section 98 .. 81

RADFORD STATE NORMAL SCHOOL FOR WOMEN:
See State Normal School for Women at Radford.

READING COURSE FOR TEACHERS: Page

Examinations on, given in April and July, regulation 3, sub-section 3 ... 159
Regulation 24 ... 165
Design of, regulation 24 ... 165
Publication of, regulation 24 ... 165
Subjects included in examination on, regulation 51, sub-section 4 178

REAL ESTATE:

Appeal by board supervisors or citizens in matter of approval or disapproval of title to, for school or other public uses, section 57 ... 43
Condemn, district or city board may, section 58 ... 43
Section 59 ... 44
Section 198, sub-section 15 ... 156
Contract for purchase of for school or other public uses in writing, section 57 ... 43
Section 59 ... 44
Not valid until title approved, section 57 ... 43
Section 59 ... 44
Appeal, section 57 ... 43
Deed for, district board to make, when, section 40 ... 34
Exempt from taxation, what, section 22 (Constitution) ... 11
Section 147 ... 111
Reassessment of, every five years, section 20 (Constitution) .. 10
Sale or exchange of, section 40 ... 34
Title to, for school or other public uses, approved by attorney at law, section 57 ... 43
By circuit court or judge, section 57 ... 43
Section 59 ... 44
Appeal, section 57 ... 43
What may not be acquired by school board in condemnation proceedings, section 59 ... 44

RECORDS, ETC.:

Delivered to successor in office, section 71 ... 64
Penalty for failure, section 71 ... 64

REFORMATORY SCHOOLS:

Home and Industrial School for girls, section 151 ... 122
Laurel, section 179 ... 141
Negro, section 180 ... 141
State appropriations for these schools, section 151 ... 122

REGISTER:

Of applicants to teach, division superintendent to keep, regulation 13 ... 163
Superintendent Public Instruction, to prepare, section 81 ... 68
Regulation 1, sub-section 3 ... 156
Teacher's register, every teacher to keep, section 81 ... 68
Delivered to district clerk, section 81 ... 68
Regulation 130 ... 202

REPORTS:

See various boards and officers.

RURAL SCHOOLS:

State appropriation for, section 151 ... 122

SALARY: Page

Of—

City superintendent, section 18 ... 27
Section 196 ... 153
Clerk city school board, section 190 ... 151
Clerks and employees of Department Public Instruction, section 7, sub-section 3 ... 17
Division superintendent, section 18 and 19 ... 27
State board of examiners, compensation of, regulation 2 .. 158
(Not salaried officers)
State inspectors of schools, regulation 68 ... 185
Superintendent Public Instruction, section 11 ... 24
Section 151 ... 122
Teachers, section 49, sub-section 11 ... 39
In cities, section 198, sub-section 12 ... 155
Not governed by average attendance, when, section 79 67
Section 80 ... 67
Not affected by reassignment in cities, regulation 92 .. 191

SCHOOL AGE:

Section 11 (Constitution) ... 8
Section 98 ... 81

SCHOOL BOARD:

See City School Board.
County School Board.
District School Board.

SCHOOL DISTRICTS:

Claims against, how audited and paid, section 54 ... 41
Constituted, how, section 9 (Constitution) ... 8
Section 52 ... 41
Name and boundaries in cities and where recorded, section 187. 150
Name, number, and boundaries of, to be reported to Superintendent Public Instruction, and recorded, section 51,. 41
Section 187 ... 150
Not to receive any part of State or county funds until provision has been made for school-houses, furniture, etc., section 65 ... 49
Outhouses, etc., provide, section 61, sub-section 4 ... 46
Section 64 ... 47
Trustees of, appointment, number, etc., section 9 (Constitution) ... 8
Section 24 ... 28
Section 27 ... 29
Section 30 ... 30
Section 42. ... 36
In cities, section 28 ... 30
Section 189 ... 151
Section 192 ... 152
Unexpended funds in, how treated, section 119 ... 93
Residue, how used, regulation 103 ... 193
Warrants by, for what, and how issued, section 54 ... 41
When in more than one county, provisions concerning, section 46 37

SCHOOL DIVISIONS: Page
State divided into appropriate, by State Board Education, for purposes of supervision, etc., section 8, sub-section 1 (Constitution) 7
Section 7, sub-section 1 15
SCHOOL FUNDS:
Application of, division superintendent to see to proper, regulation 73 186
Apportionment of State, approximate, on November 1st, section 132 99
Section 149 114
Regulation 75 187
Apportionment of, to be recorded by division superintendent, regulation 77 187
When district in more than one county, section 46 37
Appropriations by General Assembly, section 151 122
For high schools, section 94, sub-section 4 77
General, section 151 122
Bank stock, county and district tax on, section 143 108
Section 144 109
State tax on, section 149, sub-section (f) 115
Capitation tax, section 149, sub-section (b) 114
Cities, managed and controlled by city school board, section 198, sub-section 12 155
City treasurer, State funds deposited with, section 195 153
Commissions of treasurer on, sections 109 and 110 88
Sections 113 and 114 90-91
Consist of what, section 136 101
County, how determined, levied, and expended, section 12 (Constitution) 9
Section 136, sub-sections 2 and 3 101
Apportionment of, regulation 75 187
Section 136 101
How used, regulation 103 193
Not paid to district until it has made provision for schoolhouses, furniture, etc., section 65 49
Residue, how used, regulation 103 193
Unexpended, how disposed of, section 119 93
County and town treasurers to report as to, on December 1st, etc., section 116 92
Regulation 74 187
County treasurer—
Commissions of, on, sections 109 and 110 88
Sections 113 and 114 90-91
Disbursed by county treasurer, sections 108 and 110 88
District, how determined, levied, and expended, section 12 (Constitution) 9
How used, section 136 101
Regulation 103 193
Residue of, for pay of teachers, regulation 103 193
Unexpended, disposition of, section 119 93
District and county tax on bank stock, section 143 108
Section 144 109
On oysters, section 145 109

SCHOOL FUNDS:—Continued. Page

Dog tax, section 136, sub-section 3 101
Section 142 106
Fines, from, section 130 99
Glebe land and church property, from, section 127 97
Section 128 98
High schools, State appropriation for, section 94, sub-section 4. 77
Section 151 122
When available for, section 94, sub-section 1 76
Literary fund, of what composed, section 10 (Constitution) ... 8
Section 131 99
Managed and controlled by State Board Education, section 8, sub-section 2 (Constitution) 7
Penalties and forfeitures belong to, section 73 65
Local, amount of, submitted to people, when, section 136, sub-section 3 101
Section 136, sub-sections 2 and 3 101
Limitation of, section 12 (Constitution) 9
Logs or timber, unbranded drift, section 146 111
Not appropriated to schools not owned or controlled by State or some sub-division thereof—exception, section 17 (Constitution) 9
Not available for a school, when, section 53 41
For high schools, when, section 94, sub-section 1 76
Not used for school in house condemned by division superintendent, section 60 45
Section 198, sub-section 10 155
Penalty added after December 1st, section 111 89
Public lands, escheated property, etc., from, section 10, (Constitution) 8
Section 131 99
Received by county treasurer, sections 108 and 110 88
Residue of State funds, how distributed, section 135 101
County funds, how used, regulation 103 193
District funds, how used, regulation 103 193
Unexpended, section 119 93
School taxes to be separately assessed and accounted for, section 150 122
State funds, whence derived and how apportioned, section 11, (Constitution) 8
Section 132 99
Section 136, sub-section 1 101
Section 149 114
Section 151 122
Apportionment of, regulation 1, sub-section 9 157
Regulation 75 187
Apportionment to cities, section 195 153
How residue of, distributed, section 135 101
How used, regulation 103 193
Not paid to district until it has made provision for schoolhouses, furniture, etc., section 65 49
Residue of, how used, regulation 103 193
Unexpended, disposition of, section 119 93
When available for high schools, section 94, sub-section 1 76
When not available for a school, section 53 41

SCHOOL FUNDS:—Continued. Page
State tax on bank stock, section 149, sub-section (f) 115
Capitation, section 149, sub-section (b) 114
State tax on—
Express, etc., Companies, section 149, sub-section (j). 118
Industrial sick benefit companies, section 149, sub-section (h) 117
Insurance, etc., companies, section 149, sub-section (g) 116
Intangible personal property, section 149, sub-section (d) 115
Money, section 149, sub-section (e) 115
Railway, canal, etc., companies, section 149, sub-section (i) 117
Real estate, etc., section 149, sub-section (a) 114
Steamship, etc., companies, section 149, sub-section (k) 119
Tangible personal property, section 149, sub-section (c) 115
Telegraph, telephone, etc., companies, section 149, sub-section (1) 119
Water, heat, etc., companies, section 149, sub-section (m) 120
Transfer of, when treasurer fails to pay warrants for, etc., section 126 96

SCHOOL FURNITURE:
City school board to provide, section 198, sub-section 10..... 154
District school board to provide, section 49, sub-section 9..... 39
School officers not to have interest in, or in firm supplying, etc., section 70 63

SCHOOL HOLIDAYS:
See Holidays.

SCHOOL HOURS:
Regulation 100 193

SCHOOL-HOUSES:
Arrangement of doors, halls, etc., section 61, sub-sections 1 and 2 45
Section 64 47
Attractive and clean, teachers to see that, regulation 132..... 202
Bond issue for erection of, provisions governing, section 68.... 51
Built out of district funds, regulations 102 and 103..... 193
Funds from loans, sections 66 and 67..... 49
Burning, how punished, section 160 132
Care in building, district boards to exercise, regulation 107.. 194
Cared for by district board, regulation 108 195
Clean and attractive, teachers to see that, regulation 132.... 202
Closets, separate for males and females, provision for, section 64, rule 12 48
Condemn unsuitable, division superintendent to, section 60.... 45
Section 198. sub-section 10 154
Contracts for building, material supplies, etc., for, school officers and teachers not to be interested in, nor in any firm, etc., section 70 63
Destruction of, how punished, section 160 132

SCHOOL HOUSES:—Continued. Page

Disinfected, when and how, section 64 47
District not to receive State funds until houses provided, section 65 49
District or city board may lease, purchase, or build, section 49, sub-section 9 39
Section 198, sub-section 10 154
Erection of, loans for, from literary fund, section 67 49
From special funds, section 66 49
General, section 68 51
Fire escapes, provision for in, over three stories high, section 156 131
Funds, invested, and profits thereof used for erection of, when, section 39, sub-section 4 33
Heating, lighting, and ventilation of, section 61 45
High schools, for, section 94, sub-section 1 76
Injuries to, how punished, section 158 132
Loans from literary fund to erect, section 67 49
From special funds, section 66 49
General, section 68 51
Locked, securely in vacation, regulation 108 195
Outhouses, etc., school board to provide, section 61, sub-section 4 46
Section 64, rule 12 48
Provided by district school board, section 49, sub-section 9 39
Section 65 49
By city school board, section 198, sub-section 10 154
Rooms, height of, arrangement of doors, halls, etc., section 61, sub-sections 1 and 2 45
Section 64 47
Sanitary requirements and regulations in reference to, section 64 47
Swept, when and how, section 64 47
Teachers to see that attractive and clean, regulation 132 202
Towns may borrow money to build, section 175 139
Unfit, no school allowed in, section 60 45
Section 198, sub-section 10 154
Unsuitable, division superintendent to condemn, section 60 45
Section 198, sub-section 10 154
Use of, for certain purposes granted by trustee of district, section 62 46
If trustee refuse, district board to act, section 62 46
Appeal by county supervisors or five citizens from district board to school trustee electoral board, section 62 46
Vacation, securely locked in, regulation 108 195
Water closets, separate for males and females, provision for, section 64, rule 12 48

SCHOOL LIBRARIES:

Application for State aid, division superintendent to forward with warrant, list of books, etc., to Department Public Instruction, section 154, sub-section 2 128
Appropriation for, State, section 151 122
State, conditions governing, section 154, sub-section 2 128
How appropriations paid, section 154, sub-section 2 .. 128

SCHOOL LIBRARIES:—Continued. Page
By district board, conditions governing, section 154, sub-section 1 128
How paid, section 154, sub-section 2 128
Books for, selected from list approved by State Board Education, Section 154, sub-section 1 128
Arrangements for, State Board Education to make, section 154, sub-section 2 128
District board to appoint person to select, section 154, sub-section 1 128
How obtained, section 154, sub-section 2 128
Prices, rules and regulations, State Board Education to fix, section 154, sub-section 1 128
Bookcase, district board to furnish, section 154, sub-section 2.. 128
Competent person to select books from list approved by State Board Education, district board to appoint, section 154, sub-section 1 128
County or city treasurer, remittance to by State Board Education for amount State aid to library, section 154, sub-section 2 128
No commission for receiving and disbursing funds for libraries, section 154, sub-section 2 128
District board not obliged to make appropriation to more than five in one year, section 154, sub-section 1 128
Division superintendent to forward list of books with warrant, etc., to Department Public Instruction, section 154, sub-section 2 128
Exchange of, section 154, sub-section 3 129
Manager of, district or city board to appoint, section 154, sub-section 1 128
Carry out regulations State Board Education as to preservation and use of books, section 154, sub-section 3.. 129
May exchange libraries, section 154, sub-section 3 129
Private subscription of $15 by patrons and friends necessary to secure library, section 154, sub-section 1 128
Rules and regulations governing, State Board Education to prescribe, section 154 128
Teachers should exert themselves to establish, regulation 132.. 202

SCHOOL MONEY:
See School Funds.

SCHOOL MONTH:
Defined, regulation 122 200

SCHOOL OFFICERS:
Appeals, general, by, regulation 85 189
Bond, certain officers, deputies, etc., to give, section 2 (Constitution) 5
Cities of second class, in, section 188 150
County school board may proceed against, section 41 35
Disability of certain Federal and State to serve as, section 31.. 30
Enforcement of laws and regulations, see to, regulation 106.. 194
Firm of which member or agent not to have interest in contract for work done or supplies to schools, etc., section 70, sub-section 2 63

SCHOOL OFFICERS:—Continued. Page
Penalty for violation, section 70, sub-section 2 63
Forbidden to be concerned in any contract with school boards, for building school-houses, material used for same, or for books, supplies, etc.—exception, section 70, sub-section 1 63
Penalty for violation, section 70, sub-section 1..... 63
To discount warrants, section 70, sub-section 3..... 63
Laws and regulations, see to enforcement of, regulation 106.. 194
Malfeasance or neglect of duty, penalty for, section 72..... 65
Misdemeanor, guilty of, if county school board fails to make and publish annual statement, section 137..... 102
Oath of office, take, section 1 (Constitution)..... 5
Oaths required, sections 75 and 76..... 66
Official papers, etc., deliver to successor—penalty for failure, section 71 64
Penalties and forfeitures, duty to set prosecution for on foot, section 73 65
Against, how sued for, section 73..... 65
Proceed against, county school board, may, section 41..... 35
Removal of from office, circuit and corporation courts have power of, section 74 65
Reports, Superintendent Public Instruction may require from, regulation 1, sub-section 4..... 157
Teach, not allowed to (except superintendent of city) regulation 128 201
Vacate office of certain, school trustee electoral board may, section 25 29

SCHOOL PROPERTY:
Cared for, managed, and controlled by district board, section 49, sub-section 9 39
County school board to make provision for fulfillment of purposes of donor in case boundaries of districts changed, section 56 42
Vests in, when, section 39, sub-section 4 33
Deed for, when district board to make, section 40..... 34
District, vests in district board, section 55 42
Donations to school districts, how to vest, section 56..... 42
In cities, vest in city school board—exception, section 189.. 151
Exempt from taxation, section 22 (Constitution)..... 11
Sections 147 and 148 111
Joint schools, of, section 93 76
Protected, improved, etc., by directors of sub-district, section 69, sub-section 17, 7a..... 62
Purchasing real estate, manner of, title to, etc., section 57 43
Section 59 44
Sale or exchange of, section 40..... 34
Title to, examination, etc., of, section 57 43
Section 59 44

SCHOOLS, PUBLIC FREE:
Admission of pupils:
From 7 to 20 years residing in district, section 98..... 81
Between 20 and 25 years, etc., section 102..... 82
Regulation 126 201

SCHOOLS, PUBLIC FREE:—Continued. Page
Regardless of age, section 102 ... 82
Regulation 126 ... 201
Six years of age, section 100 ... 82
Adjoining district of another county, regulation 125 ... 201
Another district (school peculiarly situated), section 98 ... 81
Any other district than that in which parent or guardian resides, section 99, sub-section 1 ... 81
Children of taxpayer, non-resident (of State), into schools of district bordering on another State, section 99, sub-section 2 ... 82
City schools, non-residents, section 99, sub-section 1 ... 81
High and graded schools, regulation 124 ... 200
Night or evening schools and classes, section 102 ... 82
Regulation 126 ... 201
Agricultural, normal, manual training and technical, section 13 (Constitution) ... 9
Section 96 ... 79
Section 198, sub-section 6 ... 154
Appoint persons to visit, etc., Superintendent Public Instruction may, regulation 1, sub-section 4 ... 157
Attendance upon nearest school unless otherwise ordered by district board, section 99, sub-section 3 ... 82
Authorities for administering system, section 2 ... 13
In cities, section 185 ... 149
Branches taught in, section 88 ... 75
Regulations 111 and 112 ... 195
Cities, in, section 185 ... 149
Section 198 ... 153
Classification of, regulation 110 ... 195
Consolidation of, provision for, section 92 ... 76
Regulation 109 ... 195
Daily session, minimum length of, regulation 100 ... 193
Disturbing exercises of, how punished, section 159 ... 132
Efficient system of, to be established and maintained, section 5 (Constitution) ... 6
Section 1 ... 13
Section 185 ... 149
Section 198 ... 153
Elementary schools, establishment of high schools not to interfere with, section 90 ... 75
Section 94, sub-section 1 ... 76
Free to all between 7 and 20 residing in district, section 98 ... 81
Graded course of study recommended for, regulation 111 ... 195
Graded schools, preference given to, section 87 ... 74
Regulation 124 ... 200
High schools, establishment of not to interfere with elementary, section 90 ... 75
Primary and grammar maintained five months, in order to receive funds for high, section 94, sub-section 1 ... 76
Indigent children exempt from certain provisions, section 99, sub-section 1 ... 81
Inspection of, Superintendent Public Instruction to make tours of, regulation 1, sub-section 5 ... 157
Inspectors of, State school, regulation 68 ... 185

SCHOOLS, PUBLIC FREE:—Continued. Page
Literary fund, income of devoted to, section 131 99
Mixed, prohibited, section 16 (Constitution) 9
Section 98 81
Multiplication of, State Board to guard against, section 7, sub-section 7 18
Night or evening schools and classes in, section 102 82
Regulation 126 201
Normal training classes in high schools, section 95 78
Number of, how determined, section 92 76
Primary and grammar maintained five months in order to receive funds for high schools, section 94, sub-section 1 .. 76
Pupils, minimum number to form a school, section 104 86
Regulation 123 200
Rules for government of, district board to make, section 49, sub-section 1 38
City board to make, section 198, sub-section 1 154
State inspectors of, regulation 68 185
State students in following named institutions required to teach in public schools:
College of William and Mary, section 161 133
State Normal School for Women at Farmville, section 162 .. 133
State Normal School for Women at Fredericksburg, section 163 133
State Normal School for Women at Harrisonburg, section 163 133
State Normal School for Women at Radford, section 164. 134
Virginia Military Institute, section 167 135
Virginia Normal and Industrial Institute (for colored students), section 170, sub-section 1 137
System to be observed and regulated by State Board Education, section 7, sub-section 17 20
Visit, school boards to, section 49, sub-section 10 39
Section 198, section 11 155
What taught in, section 88 75
Regulations 111 and 112 195
White and colored, separate for, section 16 (Constitution) 9
Under same general regulations, section 98 81

SCHOOL TERM:
Five months minimum, section 53 41
Section 94, sub-section 1 76

SCHOOL TRUSTEE ELECTORAL BOARD:
A permanent board of appeal, section 25 29
Appeals to concerning—
Attendance and tuition of pupils in certain cases, section 98 .. 81
Section 99, sub-section 1 81
Employment or dismissal of teacher, section 49, sub-section 2 38
Local matters generally, section 29 30
Use of school-house for certain purposes, section 62 46
Appoint district school trustees, section 24 28
Section 52 41
Appointment of resident qualified voter as a member of, by judge circuit court, section 22 28

SCHOOL TRUSTEE ELECTORAL BOARD:—Continued. Page
Authority over sub-district, section 69, sub-section 2 55
Books, papers, etc., may require production of, section 25 29
Chairman of, section 23 28
May administer oath to witnesses before it, section 25 29
Clerk of, section 23 28
Duties of, section 27 29
Expenses of, how paid, section 27 29
Composition of, section 22 28
Fines, may impose, section 25 29
Meetings of, section 26 29
Quorum, section 26 29
Member of, appointed by circuit judge, how qualifies, section 22 28
Pay of, section 22 28
Vacancy in term of filled by judge circuit court, section 22 28
Summonses and rules, may issue, section 25 29
Trustees, district, to appoint, section 24 28
Section 52 41
Trustees, may remove, section 25 29
Proceedings for, section 25 29
Vacancies in office of trustee, declare and fill, section 25 29
Vacate office of trustee who fails to qualify, section 25 29
Who fails to discharge duties, etc., section 25 29

SCHOOL WAGONS:
Residue of State and county school funds may be used to pay drivers of, regulation 103 193

SCHOOL YEAR:
Defined, section 49, sub-section 14 40
Regulation 71 186

SECOND AUDITOR:
Accountant of literary fund, section 7, sub-section 12 19
Apportionment of State school funds, to be furnished copy scheme of, regulation 1, sub-section 9 157
Claims allowed by Board Education, issues warrants for, section 7, sub-section 12 19
Division superintendents paid by warrants on, section 18 27
High schools, State appropriations for, turned over to, section 94, sub-section 4 77
Literary fund, money belonging to received into treasury on warrant of, section 7, sub-section 12 19
Loans from literary fund for building school-houses, principal and interest on paid through, section 67, sub-section 4 50
May require county treasurer to pay past due interest or principal on, section 67, sub-section 5 50
Retired teachers' fund, money belonging to, received into treasury on warrant of, section 83, sub-section 6 70
Securities belonging to literary fund deposited with, section 7, sub-section 11 19
Section 67, sub-section 4 50
Belonging to retired teachers' fund, section 83, sub-section 7 70

SECOND AUDITOR:—Continued. Page
Return list of securities with annual report, section 7, sub-section 11 19
Section 83, sub-section 7 70
State school money, requisition on, by county treasurer, section 21 27
Teachers' pensions paid by warrants of Board Education on, section 83, sub-section 8 70
Warrants of Second Auditor on State Treasurer, section 83, sub-section 8 70

SECRETARY OF THE COMMONWEALTH:
To be agent upon whom process served against publisher of text-books (if foreign corporation or non-resident), in case of proceedings for violation of contract, section 8, sub-section (d) 21

SECRETARY STATE BOARD OF EDUCATION:
Appointment of, section 7, sub-section 3 17
Nomination of, section 7, sub-section 3 17
Claims, certify allowed by board, section 7, sub-section 12..... 19
Compensation of, section 7, sub-section 3..... 17
Report delinquent division superintendents to board, regulation 82 188
Sign warrants of board, section 7, sub-section 14 19
Section 83, sub-section 8 70

SEGREGATION OF PROPERTY:
For the purposes of taxation—Note, section 149 121

SENATE:
Confirm appointment division superintendents, section 8 (Constitution) 7
Section 7, sub-section 1 16
Division superintendent whose nomination has been rejected by, not to be appointed, section 7, sub-section 1..... 17
Elect three experienced educators as members of State Board Education from list of eligibles nominated by boards of visitors of certain State institutions, section 6 (Constitution) 6
Section 3 13

SEPARATE SCHOOL DISTRICT:
Clerk of, his pay, section 190 151
Constituted, how, section 52 41
Council of town may levy district tax, section 136, sub-section 3. 101
Efficient system of schools to be maintained in, section 185.. 149
Towns of more than five hundred inhabitants may constitute, section 52 41
Treasurer of town constituting, required to report State of school finances on December 1st; penalty if report not made, section 116 92
Trustees of, appointed by town council unless district includes territory outside corporate limits, section 52 41
Members county school board, section 33..... 31

SPECIAL ELECTIONS:
For bond issue, how ordered, conducted, and paid for, section 68, sub-sections 5 and 6 52-53

SPECIAL ELECTIONS:—Continued. Page
How canvassed, certified, and recorded, section 68, sub-section 7 53
Who eligible to vote for, section 68, sub-section 8..... 54
For free school purposes generally, sections 176 and 177..... 140
Regulation 134 203
For increase in school levies, section 136, sub-section 3..... 101
Regulation 134 203

STATE ACCOUNTANT:
Devise system of bookkeeping and accounting for office Superintendent Public Instruction, etc., section 184, sub-section 3 148
Inspect accounts and vouchers of Superintendent, section 184, sub-section 8 149
Establish system of bookkeeping and accounting for treasurers, clerks of courts, and school boards of counties and cities when requested by boards of supervisors or councils, section 184, sub-section 17 149
Examine books and accounts of such officers when requested as aforesaid, and report findings, section 184, sub-section 17 149
Cost of service to be paid by county or city, section 184, sub-section 18 149

STATE BOARD OF EDUCATION:
A corporation, section 3, ... 13
Admission of pupils from adjoining district, another county, prescribe regulations for, section 98..... 81
Regulation 125 201
Also for persons between 20 and 25 years, section 102. 82
Regulation 126 201
Admission of pupils into high and graded schools, prescribe regulations for, section 94, sub-section 2 76
Regulation 124 200
Agricultural demonstration work, co-operate with Agricultural and Mechanical College and Polytechnic Institute for co-ordination with county schools, section 181, sub-section 3 143
Appeals from Superintendent Public Instruction to, decide, section 7, sub-section 9 18
Regulation 1, sub-section 6 157
Decisions final, regulation 1, sub-section 6..... 157
Applicants to practice medicine, preliminary education shall meet requirements of, section 183, sub-section 8 146
Shall file certificate of, section 183, sub-section 8..... 146
How requirements of, fulfilled, section 183, sub-section 8.. 146
Approve appointment first and second clerks and other employees Department Public Instruction and fix their salaries, section 7, sub-section 3 17
Bond with surety required of publishers text-books, approved by, section 8, sub-section 5 22
Section 7, sub-section 6 18
Books for school libraries, approve list of, section 154..... 128
For travelling libraries, section 153..... 127
By-laws for its own government, etc., adopt, section 7, sub-section 4 17

STATE BOARD OF EDUCATION:—Continued. Page
Certificates of West Virginia's share of debt, keep, section 10.. 23
City school board, may prescribe other duties of, section 198, sub-section 15 156
Composition of, section 6 (Constitution) 6
Section 3 13
Contingent expenses, office Superintendent Public Instruction, determine necessary, section 7, sub-section 14..... 19
Examine accounts of and issue warrants for, section 7, sub-section 14 19
Contracts by which plates rented for manufacturing text-books, may enter into, section 8, sub-section 3 22
Contracts for distributing text-books, may enter into, section 8, sub-section 4 22
Contracts (written) with publishers text-books, to enter into, section 8, sub-section 1 20
Control and veto power over acts board visitors Virginia Normal and Industrial Institute, section 171 138
Decisions of, final, regulation 1, sub-section 6 157
Appeals from Superintendent Public Instruction to, section 7, sub-section 9 18
Regulation 1, sub-section 6 157
Copies of decisions kept on file, regulation 1, sub-section 7 157
Division superintendent to see that decisions and regulations of, complied with, regulation 80 188
Designate high schools in which normal training given, section 95, sub-section 3 79
Division superintendents, appoint subject to confirmation of Senate, section 8 (Constitution) 7
Section 7, sub-division 1..... 15
Delinquent, secretary to report, regulation 82 188
Duties of, prescribe, section 8 (Constitution)..... 7
Section 7, sub-section 1 15
Enforce decisions and regulations, regulation 80 188
Establishment of high schools, notify State Board of, section 94, sub-section 3 77
Not to appoint one whose nomination has been rejected by Senate, section 7, sub-section 1 15
One from a county and one from a city to be selected as members of, section 6 (Constitution) 6
Section 3 6
Punish by fines, suspension, or removal, section 7, sub-section 15 20
Fine for failure to make, or delay in, annual and monthly reports, etc., regulations 70 and 72.... 186
Regulation 81 188
Fine for permitting person to teach without valid certificate, regulation 18 164
Remove, may, section 8 (Constitution) 7
Section 7, sub-section 15 20
Salary of, and how paid, sections 18 and 19..... 27
Section 196 153
Term of, section 7, sub-section 1 15
Vacancies in office of, section 17..... 26

STATE BOARD OF EDUCATION:—Continued. Page
Who ineligible to office of, section 7, sub-section 1 15
Section 17 26
Section 191 152
Duties and powers of, section 8 (Constitution) 7
Section 7 15
Section 185 149
Two superintendent-members have same duties and powers as others, except participation in appointment of public school official, section 6 (Constitution) 6
Section 3 13
Election of certain members, section 6 (Constitution) 6
Section 7 (Constitution) 7
Section 3 13
Elections for school purposes, to order in certain instances, section 7, sub-section 10 19
Prescribe regulations for, section 176 140
Regulation 134 203
Eligibles for membership of, list of nominated by boards of visitors of certain institutions and elected by Senate; also two division superintendents selected by other members, section 6 (Constitution) 6
Section 3 13
Examination of teachers, provide for, by State board of examiners, etc., section 7, sub-section 5 17
Regulation 2 158
Expenses of certain members of, how paid, section 7, sub-section 20 20
General Assembly, report to biennially, section 7, sub-section 18 20
Suggest improvements in school system to, section 7, sub-section 17 20
High schools, prescribe regulations for, and requirements for admission of pupils, section 94, sub-section 2 76
Regulation 124 200
Aid only one in district—exception, section 94, sub-section 3 77
Establishment of, division superintendent to notify, section 94, sub-section 3 77
Prescribe standard for, section 94, sub-section 3 77
Registration and inspection of, regulation 21 164
Standard of requirements for, regulation 114 196
Regulations 115 and 116 197
Regulation 117 198
Regulation 118 (normal training) 199
State appropriation for, distribution of, section 94, sub-section 4 77
Section 151 122
Appropriate $250 to $400 for each, section 94, sub-sections 3 and 4 77
Furnish Auditor itemized statement of, section 94, sub-section 4 77
Inspect before making appropriation, section 94, sub-section 3 77
Issue warrants on Second Auditor for, section 94, sub-section 3 77

STATE BOARD OF EDUCATION:—Continued. Page

Text-books, appliances, etc., for, select, regulation 119..... 199
High schools, with agricultural, etc., departments, select at least one in each congressional district, section 96, sub-section 1 79
Prescribe regulations for demonstration and extension work in, etc., section 96, sub-section 5 80
State appropriation for, section 151 122
High schools, with normal training department, designate, section 95, sub-section 3 79
Determine qualifications of teachers, section 95, sub-section 3 79
May require pupils of to teach, section 95, sub-section 3.. 79
Prescribe course in, section 95, sub-section 3..... 79
Requirements for first grade normal training high school, regulation 118 199
State appropriation for, section 95..... 78
Section 151 122
How paid, section 95, sub-section 2 78
Industrial, agricultural, household arts, and commercial education, aid in establishment of schools and departments of, inspect them, allow funds appropriated therefor, etc., section 50 40
Inspection of schools, provide for by inspectors, etc., section 7, sub-section 5 17
Regulation 68 185
Of high schools before State appropriation made to, section 94, sub-section 3 77
Inspectors of schools, State, appoint, etc., regulation 68..... 185
Joint schools, district boards may establish with approval of, section 93 76
Laurel reformatory school, control, section 179 141
State appropriation for, section 151 122
Library board, State, appoint, section 8 (Constitution)..... 8
Section 7, sub-section 16 20
Libraries, school, appropriation by State for, section 151..... 122
Approve list of books for, section 154..... 128
Prescribe regulations for, section 154, sub-section 1..... 128
Literary fund, appoint agents for collection of claims due, etc., section 6 15
Regulation 135 204
Audit and allow claims paid out of, section 7, sub-section 12 19
Loans from to school boards, section 7, sub-section 11.... 19
Section 67 49
Management and investment of, section 8, sub-section 2 (Constitution) 7
Section 7, sub-section 11 19
Section 131 99
Loans from literary fund to district and city school boards for erecting school-houses, may make, section 7, sub-section 11 19
Section 67 49
Application for, how made, section 67, sub-section 2.... 49
Conditions governing loans, section 67..... 49
Equitable distribution of, provide, section 67, sub-section 7 51

STATE BOARD OF EDUCATION:—Continued. Page
Expenditure of, secure proper, section 67, sub-section 6.. 50
How principal and interest paid, section 67, sub-sections 4 and 5 50
Meetings of, section 4 14
Quorum, section 3 14
Record of proceedings, section 5 15
Members of, to have no interest in books, supplies for schools, etc.—exception, section 70 63
Election of certain, section 6 (Constitution) 6
Section 7 (Constitution) 7
Section 3 13
Terms of certain, section 3 14
Vacancies, how filled, section 6 (Constitution) 6
Section 3 14
Multiplication of schools, guard against, section 7, sub-section 7 18
Negro reformatory school, control, section 180..... 141
State appropriation for, section 151 122
Night schools, may be established with consent and under regulations of, section 102 82
Oaths of members, how taken, recorded and returned, section 3 14
Oaths required, sections 75 and 76 66
Observe and regulate school system generally, section 7, sub-section 17 20
Offices for, State appropriation for rent of, section 151..... 122
Pensions for teachers, authority and duties in relation to, section 83 68
Authority and duties of under law providing how teachers may be removed from retirement list or may voluntarily retire therefrom, section 84..... 72
Make rules and regulations to carry out law for, section 83, sub-section 13 72
Powers and duties of, section 8 (Constitution) 7
Section 7 15
Section 185 149
President of, Superintendent Public Instruction, ex-officio, section 7 (Constitution) 7
Section 3 14
Proceedings, record of, section 5 15
Quorum of, section 3 14
Registration and inspection of institutions by, for accrediting for issuance of certificates to teachers, regulation 21.... 164
Relax requirement that school be conducted 5 months to participate in State fund, section 53..... 41
Report, biennial, to General Assembly, section 7, sub-section 18. 20
Rules and regulations for conduct and management of schools, make, section 8 (Constitution)..... 7
Section 7, sub-section 4 17
Have force of law, section 8 (Constitution)..... 7
Section 7, sub-section 4..... 17
Rural graded schools, State appropriation for, to be used under regulations of, section 151..... 122
Rural schools of one and two rooms, State appropriation for to be used under regulations of, section 151..... 122
Secretary of, appointment, section 7, sub-section 3..... 17

STATE BOARD OF EDUCATION:—Continued. Page

Compensation, section 7, sub-section 3 17
Duties, section 7, sub-sections 12 and 14 19
Section 83, sub-section 8 70
Regulation 82 188
School system, observe and regulate, section 7, sub-section 17 .. 20
Suggest improvements in, to General Assembly, section 7, sub-section 17 20
State board of examiners, appoint, upon nomination of Superintendent Public Instruction, and fix compensation of, regulation 2 158
State inspectors of schools, appoint, upon nomination of Superintendent Public Instruction, and fix compensation of, regulation 68 185
State school fund, approve or amend apportionment of, section 7, sub-section 13 19
Distribute for high schools, section 94, sub-section 4 77
Section 151 122
Distributive statement of, prepared under direction of, section 132 99
Sub-district law, authority and duties under, section 69, sub-sections 17-9a, and 19 62
May grant relief, if law injurious, section 69, sub-section 21 63
Summer Normal Schools, approve, or amend plans of organization and conduct of, section 7, sub-section 8 18
Audit accounts of, section 7, sub-section 8 18
General management of, section 86, sub-section 4 74
May use part of general fund for, section 86, sub-section 2. 74
State appropriation for, section 86, sub-section 2 74
Section 151 122
Superintendent of Public Instruction, prescribe duties of, section 7 (Constitution) 7
Section 7, sub-section 2 17
Section 16 26
Regulation 1 156
Annual report of, to, regulation 1, sub-section 11 158
Fill vacancy in office of occurring within term, section 7 (Constitution) 7
Ex-officio, president of board, section 7 (Constitution) 7
Section 3 14
To offer suggestions to, regulation 1, sub-section 11 ... 158
Traveling expenses of, approve, section 11 24
Section 151 122
Terms of certain members, section 3 14
Text-books and educational appliances, select, section 8, sub-section 4 (Constitution) 8
Section 7, sub-section 6 17
Regulation 119 199
On moral education, section 88 75
Text-books, contracts (written) with publishers of, enter into, section 8, sub-section 1 20
Section 7, sub-section 6 17
Affidavit of publishers as to prices, etc., to accompany, section 8, sub-section 5 22

STATE BOARD OF EDUCATION:—Continued. Page

Bond with surety to accompany, section 8, sub-section 5 22
Changes in when and how made, section 7, sub-section 6 17
Contracts by which plates rented for manufacturing, may enter into, section 8, sub-section 3 22
For distribution of text-books, may enter into, section 8, sub-section 4 22
Regulations of, concerning, kept in each school room, regulation 121 199
Representations, terms, and conditions of, section 8, sub-section 1 20
Supplies and places of sale of, regulation 78 188
Term for which may be made, section 7, sub-section 6. 17
Total amount paid for adopted, as reported by teacher, to be included in report of board, section 9 23
Violations of, reported by Superintendent Public Instruction to, section 8, sub-section 7 23
Violations of, may instruct Attorney General to institute proceedings for, section 8, sub-section 7 23
Votes on adoption and contracts text-books in open sessions and recorded, section 8, sub-section 8½. 23
Traveling expenses of Superintendent of Public Instruction approved by, section 151 122
Vacancies in, how certain filled, section 6 (Constitution) 6
Section 3 14
Violations of contracts by publishers text-books, may instruct Attorney General to institute proceedings for, section 8, sub-section 7 23
Violations of contracts by publishers text-books reported to, by Superintendent Public Instruction, section 8, sub-section 7 23
Virginia Home and Industrial School for Girls, State appropriation for, section 151 122
Virginia Normal and Industrial Institute, control and veto power over acts board of visitors of, section 171 138
Voters, order sense of, in certain instances, section 7, sub-section 10 19
Prescribe regulations for elections, section 176 140
Regulation 134 203
Votes of, on adoption and contracts text-books, in open sessions and recorded, section 8, sub-section 8½ 23
West Virginia's share of debt, keep certificates for, section 10.. 23

STATE BOARD OF EXAMINERS:

Appointment of, regulation 2 158
Compensation of, regulation 2 158
Duties of, regulation 2 158
Meet twice a year in Richmond, Note 158
Pass finally upon papers of applicants, regulation 2 158
Perform such other duties as Superintendent Public Instruction directs, regulation 2 158
Prepare examination questions, regulation 2 158

STATE BOARD OF HEALTH: Page
Authority and duties of in connection with pensioning teachers, section 83, sub-section 2 69
Under law providing for removal or retirement of teachers from list, section 84, sub-section 1 72
Regulations of in regard to school rooms, their size and condition, sweeping, disinfecting, drinking water, glasses, cups, dippers, closets, and outhouses, section 64 47
Sanitation of schools, may adopt and enforce rules and regulations for, section 63 46
Penalty for violation of, section 63, sub-section 2 47

STATE BOARD OF INSPECTORS FOR BUILDINGS:
Referred to, section 61 45

STATE INSPECTORS OF SCHOOLS:
Appointment of, regulation 68 185
Compensation of, regulation 68 185
Duties of, prescribed by Superintendent Public Instruction, regulation 68 185

STATE LIBRARY BOARD:
Appointed by State Board Education, section 8, sub-section 5 (Constitution) 8
Section 7, sub-section 16 20

STATE NORMAL SCHOOL FOR WOMEN AT FARMVILLE:
Annual report of, to Superintendent Public Instruction, president, or chairman board, to make, section 173 138
Loans to Virginia students in, section 152 126
Member of faculty eligible to position on State Board Education, section 6 (Constitution) 6
Section 3 13
Registration and inspection of, for issuing teachers' certificates to graduates, etc., regulation 21 164
State students of, how selected, etc., section 162 133
Must teach in Virginia, section 162 133
Superintendent Public Instruction member board of, section 15 .. 25

STATE NORMAL SCHOOL FOR WOMEN AT FREDERICKSBURG:
Annual report of, to Superintendent Public Instruction, president, or chairman board, to make, section 173 138
Loans to Virginia students in, section 152 126
Registration and inspection of, for issuing teachers' certificates to graduates, etc., of, regulation 21 164
State students of, how selected, etc., section 163 133
Must teach in Virginia, section 163 133
Superintendent Public Instruction member board of, section 15 .. 25

STATE NORMAL SCHOOL FOR WOMEN AT HARRISONBURG:
Annual report of, to Superintendent Public Instruction, president, or chairman board, to make, section 173 138
Loans to Virginia students in, section 152 126
Registration and inspection of, for issuing teachers' certificates to graduates, etc., of, regulation 21 164
State students of, how selected, etc., section 163 133
Must teach in Virginia, section 163 133
Superintendent Public Instruction member board of, section 15 .. 25

STATE NORMAL SCHOOL FOR WOMEN AT RADFORD: Page
Annual report of, to Superintendent Public Instruction, president, or chairman board, to make, section 173 138
Loans to Virginia students in, section 152 126
Registration and inspection of, for issuing teachers' certificates to graduates, etc., of, regulation 21 164
State students of, how selected, etc., section 164 134
Must teach in Virginia, section 164 134
Superintendent Public Instruction member board of, section 15 .. 25
STATE REFORMATORY:
See Laurel Reformatory.
Negro Reformatory.
Virginia Home and Industrial School for Girls.
STATE SCHOOL FUNDS:
Applied to maintenance of primary and grammar schools, section 11 (Constitution) 8
Section 136, sub-section 1 101
Apportioned on basis of school population, section 11 (Constitution) 8
Separately to cities, section 195 153
Appropriations by General Assembly, section 151 122
Cities, apportioned separately to, section 195 153
How paid to, section 21 27
Section 132 99
Composed of what, section 11 (Constitution) 8
Section 128 98
Sections 130 and 131 99
Section 136, sub-section 1 101
Counties, how paid to, section 21 27
Not to be paid until provision made to maintain schools five months, etc., section 53 41
Section 65 49
Proceeds of, used exclusively for pay of teachers, regulation 103. 193
Residue of, how distributed, section 135 101
Salaries of division superintendents paid from, section 18 27
State school taxes, property, etc., imposed upon, etc., section 11 (Constitution) 8
Section 149 114
Unexpended, may be returned for redivision, section 119 93
Residue of, may be used to pay drivers of school wagons, when, regulation 103 193
Warrants drawn on to be paid by treasurer, section 133 100
See School Funds.
STATE STUDENTS:
College of William and Mary, how appointed, etc., section 161 133
Teach in Virginia, section 161 133
Hampton Normal and Agricultural Institute, how selected, etc., section 172 138
Loan fund for, section 152 126
State Normal School for Women at Farmville, how appointed, etc., section 162 133
Teach in Virginia, section 162 133
State Normal School for Women at Fredericksburg, how appointed, etc., section 163 133

STATE STUDENTS:—Continued. Page
Teach in Virginia, section 163. 133
State Normal School for Women at Harrisonburg, how appointed, etc., section 163..... 133
Teach in Virginia, section 163..... 133
State Normal School for Women at Radford, how appointed, etc., section 164..... 134
Teach in Virginia, section 164..... 134
University of Virginia, how admitted, etc., section 165.... 134
Virginia Military Institute, how admitted, etc., section 166. 135
Bonds of for board and tuition, how discharged, etc., section 167 135
Teach in Virginia, section 167..... 135
Vacancies, notice of, section 166..... 135
Virginia Normal and Industrial Institute, how appointed, etc., section 170..... 137
Teach, etc., section 170..... 137
Vacancies, notice of, section 170..... 137
Virginia Polytechnic Institute, how selected, etc., sections 168 and 169..... 136

STUDIES:
Common schools, prescribed for, section 88..... 75
Regulation 111 195
Prevention of accidents, section 91..... 75
City schools, prescribed by city board, section 198, sub-section 2 154
Section 198, sub-section 6..... 154
High schools, sections 89 and 90..... 75
Section 94 76
Agriculture, domestic economy, etc., in, section 96..... 79
Normal training in, section 95..... 78
Special, manual, industrial, or technical and commercial, section 49, sub-section 15..... 40
Section 50 40
Vocational, to meet needs of persons over 14, section 50, sub-section 2 40

SUB-DISTRICTS:
Act of district board in establishing or altering sub-district approved by Superintendent Public Instruction, section 69, sub-section 2..... 55
Area set off for each school-house a sub-district, section 69, sub-section 1 54
Authority and duties of division superintendent, law does not interfere with, section 69, sub-section 18..... 62
Boundaries for each school-house, section 69, sub-section 1.... 54
By-laws and methods of voting, section 69, sub-section 7..... 57
Changed, may be, section 69, sub-section 1..... 54
Children outside of not admitted except upon permits, section 69, sub-section 3..... 56
Cities and separate districts, when law is not applicable to, section 69, sub-section 18..... 62
Claims against, auditing and payment of by directors, section 69, sub-section 17-4a..... 61
County, any, may adopt law, section 69, sub-section 1..... 54

SUB-DISTRICTS:—Continued. Page

Directors of, a corporation, section 69, sub-section 9 57
Able to read and write, section 69, sub-section 12 58
Chairman, clerk, treasurer, section 69, sub-section 8 57
Compensation of, section 69, sub-section 8 57
Constitute a sub-district school board, section 69, sub-section 9 57
Contract with teachers in reference to supplementary salary and provide for other expenditures of sub-district funds, section 69, sub-section 17-3a 61
Election, qualification, compensation, etc., of, section 69, sub-section 4 56
Section 69, sub-section 8 57
Meetings of sub-district, call, section 69, sub-section 17-2a 61
Oath, take, section 69, sub-section 8 57
Powers and duties of, section 69, sub-section 17 59
Report to division superintendent, section 69, sub-section 17-8a 62
Rules of, make, observe, and explain, section 69, sub-section 17-1a 61
School property in, look after, section 69, sub-section 17-7a 62
School session in, determine length of, section 69, sub-section 17-6a 62
Visit schools of, section 69, sub-section 17-5a 61
Districts or counties may include parts of two or more, section 69, sub-section 2 55
Division superintendent may take part in meetings, but not vote, section 69, sub-section 16 59
Election of officers and filling vacancies, section 69, sub-section 10 57
Law must be adopted by county school board, section 69, sub-section 21 63
Location of primary school-house in sub-district composed of parts of more than one district or county approved by Superintendent Public Instruction, section 69, sub-section 2 55
Meetings for organization, election of directors, etc., section 69, sub-sections 4 and 6 56
Section 69, sub-section 17-2a 59
Colored persons only vote in meetings of sub-districts for colored, section 69, sub-section 1 54
Secretary of meeting to report to district school board, section 69, sub-section 11 58
Special, how called, section 69, sub-sections 13 and 15 58
Section 69, sub-sectionn 17-2a 59
White persons only vote in meetings of sub-districts for whites, section 69, sub-section 1 54
Misdemeanor, for certain officers to refuse to comply with sub-district law, section 69, sub-section 20 62
Numbered, how, for colored children, section 69, sub-section 1.. 54
Numbered how, for white children, section 69, sub-section 1.... 54
Recorded by clerk of county, section 69, sub-section 1 54
Relief, if operation of law injurious, county school board may apply to State Board Education for, section 69, sub-section 21 63

SUB-DISTRICTS:—Continued. Page
Separate, considered, for white and colored, although overlapping, section 69, sub-section 1 54
Supervision of district and county school boards and school trustee electoral boards, under, section 69, sub-section 2 55
Tax, sub-district, how levied, assessed, and collected, section 69, sub-section 17 59
Treasurer sub-district given same powers and subject to similar penalties and methods of redress as county treasurer, section 69, sub-section 17 59
Warrants on funds of, section 69, sub-section 17-4a 61
Who may vote and be school officers in, section 69, sub-section 5 56
SUMMER NORMAL SCHOOLS:
Annual State appropriation for, section 86, sub-section 2 74
Section 151 122
Account of receipts and disbursements kept by State Board, section 86, sub-section 5 74
Audit of accounts of, by State Board, section 7, sub-section 8 18
Applied exclusively to pay of instructors and other necessary expenses, section 86, sub-section 5 74
Claims for submitted to State Board Education for approval, section 86, sub-section 5 74
Paid by warrants of State Board on Second Auditor, section 86, sub-section 5 74
Conducted under general management of State Board Education, under supervision of Superintendent Public Instruction, section 86, sub-section 4 74
Course of instruction pursued in, regulated by Superintendent Public Instruction, section 86, sub-section 4 74
Eight, minimum number, to be held annually, section 86, sub-section 2 74
Examinations for teachers' certificates held at, annually in July, regulation 3, sub-section 2 159
How papers of applicants numbered, regulation 9, sub-section 4 160
Under supervision of conductors, regulation 3, sub-section 5 159
Instructors in, selected by Superintendent Public Instruction, section 86, sub-section 4 74
Object of, familiarize teachers with advanced methods of teaching and furnish additional academic training, section 86, sub-section 3 74
Officer or teacher in public schools or State institutions employed by calendar year not to receive pay both as such and and as instructor or officer in summer schools, section 151 122
Plans of Superintendent Public Instruction for organization and conduct of, State Board Education to approve or amend, section 7, sub-section 8 18
President and professors of Virginia Normal and Industrial Institute required to conduct a summer school annually, section 170, sub-sections 3 and 4 137
Teachers' certificates, courses and other requirements for summer school certificates, etc., regulations 39 and 40 ..169-170

SUMMER NORMAL SCHOOLS:—Continued. Page
Regulation 45 173
Regulation 50 175
Regulation 51 178
Regulation 55 180
Teachers should attend, regulation 132..... 202
Term of, minimum, four weeks, section 86, sub-section 5.... 74
Time and places for holding selected by Superintendent Public Instruction, section 86, sub-sections 4 and 5..... 74
Virginia teachers not charged for tuition in, section 151..... 122

SUPERINTENDENT OF PUBLIC INSTRUCTION:
Accounts and vouchers of, State Accountant to inspect, section 184, sub-section 8..... 149
Annual report of, regulation 1, sub-section 11..... 158
Annual report to, from division superintendent, regulation 71.. 186
Penalty for delay in, regulations 71 and 72..... 186
From county school board, section 38..... 32
From county treasurers, regulation 74..... 187
From presidents, or chairmen boards, of State educational institutions, section 173..... 138
Monthly reports from division superintendents, regulation 69 185
Penalty for delay in, regulation 70..... 186
Appeals from, to State Board Education, section 7, sub-section 9 18
Regulation 1, sub-section 6..... 157
Regulation 85 189
Appeals to, from division superintendent, regulation 1, sub-section 6 157
Regulation 85 189
As to attendance and tuition pupils from adjoining district another county, regulation 125..... 201
As to revocation of teacher's certificate, regulation 20.... 164
Evidence in writing in all cases of appeal to, regulation 85. 189
His decision final unless reversed by State Board, regulation 1, sub-section 2..... 156
Applicants for license to practice medicine—
Copy of record as to, to be furnished by secretary State Board Medical Examiners, section 183, sub-section 4.. 146
Certificate from Superintendent as to preliminary education of, section 183, sub-section 8..... 146
Appoint trustee as temporary division superintendent, may, regulation 91 192
Attendance, may fix average at ten, when, regulation 123.... 200
Board of Education, State, offer suggestions to, regulation 1, sub-section 11 158
Bond of, section 12 24
Section 13 25
Bookkeeping and accounting system for office of, State Accountant to devise, section 184, sub-section 3..... 148
Cause of education among people, to promote, regulation 1, sub-section 1 156
Certificates, teachers', issued by, regulation 14.... 163
Altered or erased, to be returned to, regulation 56..... 181

SUPERINTENDENT OF PUBLIC INSTRUCTION:—Continued. Page
Refusal of endorsement of certificates, division superintendent to report to, regulation 19 164
Register of applicants for, prepare, regulation 13 163
Renewed or extended by, regulation 15 163
Chief executive of public school system, regulation 1 156
Clerks and other employees in his office, nominate to State Board Education, section 7, sub-section 3 17
Bonds of clerks, sections 12 and 13 24-25
Salaries of, section 7, sub-section 3 17
Conference for betterment of agricultural conditions, Governor may call Superintendent to attend, section 181, sub-section 6 145
Decide appeals, regulation 1, sub-section 6 157
Regulation 85 189
Decisions final unless reversed by State Board of Education, regulation 1, sub-section 2 156
Division superintendents to see that decisions of, enforced, regulation 80 188
Preserve copies, his and board's decisions, regulation 1, sub-section 7 157
Determine true intent and meaning of school laws and regulations, and explain to school officials, regulation 1, sub-section 2 156
Division superintendent, give directions to and require special reports from, regulation 71 186
Appoint trustee as temporary, regulation 91 190
Documents and books of his office, preserve, regulation 1, sub-section 8 157
Duties of, prescribed by State Board Education, section 7 (Constitution) 7
Section 7, sub-section 2 17
Section 16 26
Duties so prescribed, regulation 1 156
Educator, must be experienced, section 7 (Constitution) 7
Section 11 24
Election of, term of office, how vacancy filled, section 7 (Constitution) 7
Section 11 24
Bond of, sections 12 and 13 24-25
Experienced educator, section 7 (Constitution) 7
Section 11 24
Oath of, section 11 24
Sections 75, 76 and 77 66
Examiners, State board of, nominate and fix duties of, regulation 2 158
Examinations, teachers', fix day for holding, regulation 3, sub-section 6 159
Instructions to division superintendents, regulation 9 160
Regulation 10 162
See "Appendix" 205
Papers forwarded to, by division superintendent, within ten days after examination, regulation 12 163
Papers preserved by, for twelve months and destroyed, regulation 12 163

SUPERINTENDENT OF PUBLIC INSTRUCTION:—Continued. Page
Questions, number sets needed, division superintendent to notify, regulation 11 163
Questions, high school and special subjects, prepared by, regulation 50 175
Questions to division superintendents, to send, under seal, regulation 4 159
Regulations governing, to prescribe, regulation 3, sub-section 5 159
Ex officio president State Board Education, section (Constitution) 7
Section 3 14
Section 16 26
Fines, etc., for literary fund, may employ agents and attorneys to collect, regulation 135 204
May compromise or adjust, regulation 135 204
Forms, prepare registers and, regulation 1, sub-section 3 156
For report division superintendent, regulation 71 186
County treasurer, section 116 92
District board, section 49, sub-section 14 40
Register of applicants to teach, regulation 13 163
Register, school, section 81 68
Returns school census, section 43 36
General Assembly, offer suggestions to, regulation 1, sub-section 11 158
Inspection of schools, make tours of, regulation 1, sub-section 5. 157
Inspectors of schools, State, nominate and fix duties of, regulation 68 185
Intent and meaning of school laws and regulations, determine, and explain to school officials, regulation 1, sub-section 2 156
Libraries, school, division superintendent to forward application for State aid with order and warrants for books to, section 154, sub-section 2 128
Loans from literary fund—
Approve plans, etc., and loan in case school-houses built in part from, section 67, sub-section 3 49
May require county treasurer to pay past due interest and principal on, section 67, sub-section 5 50
Member certain boards of visitors, section 15 25
Member State Board of Education and ex officio president of, sections 6 and 7 (Constitution) 6
Section 3 14
Section 16 26
Oath of, section 11 24
By whom administered, and where recorded, section 77 66
Required oaths, sections 75 and 76 66
Official seal, provide, regulation 1, sub-section 10 158
Prevention of accidents, to furnish teachers information for instruction of pupils as to, section 91 75
Pupils, provide cards, etc., for testing sight and hearing of, section 107 87
Report of, annual, to State Board Education, regulation 1, sub-section 11 158

SUPERINTENDENT OF PUBLIC INSTRUCTION:—Continued. Page
Reports to, may require of division superintendents, and other school officers, regulation 1, sub-section 4 157
Regulation 71 186
By county school board, section 38 32
Section 134 101
County treasurer, regulation 71 186
Division superintendent, regulations 69, 70, 71 and 72 185-186
Presidents, or chairmen boards, State educational institutions, section 173 138
Salary, section 11 24
Section 151 122
Traveling expenses, section 11 24
Section 151 122
School census, furnish forms for, section 43 36
School districts, name, number and boundaries of, to be reported to, section 51 41
Section 187 150
School laws and regulations, take care that executed, regulation 1, sub-section 1 156
Determine intent and meaning of, regulation 1, sub-section 2 156
Sight and hearing of pupils, provide cards for testing, etc., section 107 87
State board of examiners appointed an nomination of, regulation 2 158
Duties examiners fixed by, regulation 2 158
State inspectors of schools appointed on nomination of, regulation 68 185
Duties inspectors fixed by, regulation 68 185
State school funds:
Apportionment of, prepare scheme for, section 7, sub-section 13 19
Regulation 1, sub-section 9 157
Distribute residue if exceeds approximate statement of Auditor, section 135 101
Furnish Auditor distributive statement, section 132 99
Students' loan fund, annual statement to, section 152, sub-section 4 127
Sub-district law, duties under, section 69 54
Approve establishment or alteration of sub-district, section 69, sub-section 1 54
Location primary school-house in, when, section 69, sub-section 2 55
Sub-districts, section 69, sub-section 4 56
Guilty of misdemeanor if does not comply with, section 69, sub-section 20 62
Summer Normal Schools, duties as to, section 86 74
Fix time of opening, section 86, sub-section 5 74
Select places for, and instructors of, regulate course of instruction, and supervise, section 86, sub-section 4 74
Officer or teacher in public schools or State institutions employed by calendar year not to receive pay both as such and as instructor or officer in summer schools, section 151 122

SUPERINTENDENT OF PUBLIC INSTRUCTION:—Continued. Page
Teachers, prescribe form of contract with, section 82..... 68
Term of office, section 7 (Constitution) 7
Section 11 24
Text-books, contracts with publishers of, take care terms and conditions of complied with, section 8, sub-section 7.. 23
Adopted, include in annual report of, total amount paid for, section 9 23
Changes in, how made, section 7, sub-section 6..... 17
Division superintendents, teachers, and trustees, to notify, of departure from fixed prices or failure to supply books, section 8, sub-section 8..... 23
Places for sale of, division superintendents to report to, regulation 78 188
Report to State Board, violations of contracts for, section tion 8, sub-section 7..... 23
Term for which contracts made, section 7, sub-section 6... 17
tion 6 17
Traveling expenses of, section 11..... 24
Section 151 122
Vacancy in office of, how filled, section 7 (Constitution)..... 7
Section 11 24
Visit and examine schools, may appoint persons to, regulation 1, sub-section 4 157
Warrants of State Board Education, sign, section 7, sub-section 14 19

SUSPENSION:
Of division superintendent, section 7, sub-section 15.....20
Of pupils, section 49, sub-section 3..... 38
Section 85 73
Section 105 86
Section 198, sub-section 4..... 154

TAXATION:
Additional in sub-districts, section 69, sub-section 17..... 59
Additional to pay interest and principal of bonds, section 139.. 105
sub-section 3 101
Amount of local to be submitted to people, when, section 136,
Bank stock, on shares of, section 143..... 108
Section, 144 109
Section 149 (f)..... 115
Capitation tax, State, part of, for school purposes, section 11 (Constitution) 8
Section 21 (Constitution)..... 10
Section 149 (b)..... 114
City school taxes, section 12 (Constitution)..... 9
Section 21 (Constitution)..... 10
How levied or appropriated, section 188..... 150
Section 193 152
County and district school taxes, how levied and at what rate, section 136, sub-section 3..... 101
Section 138, sub-section 2..... 105
Additional to pay interest and principal of bonds, section 139 105
Amount of county and district, submitted to vote of people, when, section 136, sub-section 3..... 101

TAXATION:—Continued. Page

Dog tax may be devoted to schools, section 136, sub-section 3.. 101
Section 142, sub-section 3 108
Local, section 12 (Constitution) 9
Section 21 (Constitution) 10
Additional local capitation, General Assembly may authorize, section 21 (Constitution) 10
Amount of submitted to vote of people, when, section 136, sub-section 3 101
Annual, in addition to regular levies, to pay interest and principal of bonds, section 139 105
Oysters, on, section 138 104
Section 145 109
School, etc., property exempt from—exception—section 22 (Constitution) 11
Section 147 (Real) 111
Section 148 (Personal) 113
School taxes, how assessed and paid, sections 140 and 141.... 106
Section 150 122
How collected, disbursed, and held, section 108 and 110.. 88
Segregation of several kinds and classes of property for purposes of taxation, note, section 149 121
State school, part State capitation tax devoted to schools, section 11 (Constitution) 8
Section 21 (Constitution) 10
Section 149 (b) 114
Of real estate, etc., section 149 (a) 114
Banks, etc., section 149 (f) 115
Express, etc., companies, section 149 (j) 118
Industrial sick benefit, etc., companies, section 149 (h) 117
Insurance companies, etc., section 149 (g) 1 16
Intangible personal property, section 149 (d) 115
Money, section 149 (e) 115
Railway, etc., corporations, section 149 (i) 117
Steamship, etc., corporations, section 149 (k) 119
Tangible personal property, section 149 (c) 115
Telegraph and telephone companies, section 149 (l).. 119
Water, heat, light, etc., companies, section 149 (m).. 120
Uniform, and levied under general laws, section 19 (Constitution) 10
When taxes due, penalty, etc., section 111 89

TEACHERS:

Accidents, instruct pupils as to ways and means to prevent, section 91 75
Adult pupils submit to authority of, regulation 127 201
Appeals by, regulation 20 164
Regulation 85 189
Application of money set apart for pay of, division superintendent see to, regulation 73 186
Application of, for school, accompanied by statement from division superintendent that applicant holds certificate, regulation 18 164
No teacher legally elected or paid unless such statement accompanies application, regulation 18 164
Statement to be sent to clerk district board, regulation 18. 164

TEACHERS:—Continued. Page

Applicants to send certificate to division superintendent, regulation 18 164
Division superintendent to return, regulation 18..... 164
Assigned and reassigned, by division superintendent, in cities, regulation 92 191
Books, supplies, etc., for schools, not to have interest in, or act as agent for—exception—section 70..... 63
Brother, sister, wife, son, or daughter of trustee may not teach, section 49, sub-section 2..... 38
Section 198, sub-section 3..... 154
Regulation 128 201
Penalty for violation, section 49, sub-section 2..... 38
Certificates, must hold, section 49, sub-section 2..... 38
Section 78 67
Section 198, sub-section 3..... 154
Regulation 18 164
Regulation 96 160
Age of applicants for, regulation 6..... 160
Classes of and regulations governing issuance, regulations 14-56 163-181
Contract not legal without, regulation 18..... 164
Courses and other requirements for summer school, etc., regulations 39 and 40.....169-170
Regulation 45 173
Regulation 50 175
Regulation 51 178
Regulation 55 180
Endorsement of, section 78..... 67
Regulations 17 and 19..... 164
Extension or renewal of, regulations 15 and 51..163 and 178
How and by whom issued, regulation 14..... 163
List of, entitling holders to teach high school branches, regulation 57 182
Notice to applicants as to change of terms of renewal, regulation 59 183
Of those restored to retired list, status of, section 84..... 72
Rank of, suggestions as to, regulation 58..... 183
Revocation of, regulation 20..... 164
When holder of third grade ineligible, regulation 25.... 166
See Certificates.
Character, charges involving notice of, given to by district board, regulation 129 202
Opportunity to be heard, regulation 129..... 202
Children 6 years of age admitted as pupils if deemed advisable by division superintendent and, section 100..... 82
Cleanliness and good behavior at school and on the way thither and back to their homes, require of children, section 105 86
Regulation 131 202
Contracts with, written, made by district board, section 82.... 68
Regulation 18 164
Regulation 96 191
District board report to division superintendent teachers contracted with, regulation 98..... 191

TEACHERS:—Continued. Page

How executed, regulation 96 191
Not legal without certificate, section 49, sub-section 2 38
Regulation 18 164
Opening and closing school, time of, stated in, regulation 100 193
Provide for deductions for pensions, section 83, sub-section 4 69
School may be closed before expiration of, regulation 101. 193
Terms of fixed at meeting of district board, regulation 95.. 191
Discipline, district board to aid in maintaining, regulation 108. 195
Division superintendent in cities, may teach, section 197..... 153
Duties of, sundry, regulation 132..... 202
Election of, by patrons, procedure, etc., regulation 99..... 192
Employ and dismiss, district boards to, section 49, sub-section 2. 38
Regulation 198, sub-section 3..... ...154
Regulation 95 191
Employment of certain relatives of trustees prohibited, section 49, sub-section 2 38
Employment, subject to review, section 49, sub-section 2.. 38
Hold certificate, section 49, sub-section 2..... 38
Examinations of, applicants for, to notify division superintendent, regulation 7..... 160
Regulation 50, sub-section (c)..... 175
Age of applicants, regulation 6..... 160
Applicants for high school branches, notify Department Public Instruction and division superintendent, regulation 50, sub-section (c)..... 175
At summer normal schools, regulation 3, sub-sections 2 and 5 159
Regulation 9, sub-section 4..... 160
Division of, regulation 55..... 180
On reading course, regulation 24..... 165
Regulations governing, regulation 9..... 160
"Appendix" 205
Requirements for high school branches, regulation 50, subsection (c) 175
Subjects embraced in, etc., regulation 5..... 159
Regulations 46-50 173-176
When held, regulation 3..... 159
Holidays, school, division superintendent to notify of, regulation 104 194
Improve themselves, should, by study, attending teachers' meetings, summer schools, etc., regulation 132..... 202
Improvement leagues, exert themselves to establish, regulation 132 202
Institute annually for, in each division, regulation 88..... 190
Law same for those in city and town as in county, unless otherwise provided, section 185..... 149
Libraries, exert themselves to establish, regulation 132..... 202
Malfeasance or neglect of duty, penalty for, section 72..... 65
Meetings of, to be encouraged, section 86, sub-section 1..... 74
Regulation 88 190
Not to have interest in books, supplies, etc., for schools, or act as agent for, penalty, exception, section 70..... 63

TEACHERS:—Continued. Page
Opening and closing school, time of, stated in contract with, regulation 100 193
Pay or salary of, district boards provide for, section 49, sub-section 11 39
County and State funds used exclusively for, regulation 103. 193
Deduction from for days lost, regulation 122..... 200
How fixed, regulation 98..... 192
Not affected by average attendance, when, section 79.... 67
Not changed when approved by division superintendent, regulation 98 192
Relief of, from loss of pay on account of low attendance when, section 80..... 67
Residue of district funds may be used for, regulation 103.. 193
Patrons' Day, principal of each school to have, regulation 89.. 190
Teachers should observe annually, regulation 132..... 203
Penalty, how imposed upon, sued for, etc., section 73..... 65
Penalties upon pupils, may inflict reasonable, regulation 131.. 202
Pensions for retired, terms, conditions, etc., section 83..... 68
Contracts with, provide for deductions for, section 83, sub-section 4 69
How those on retired list may retire or be removed from, section 84 72
How those removed or who retire from list may be restored to, section 84..... 72
Refund of money to those removed from list, section 84.. 72
Principal or teacher, district board to notify, of charges involving character, regulation 129..... 202
Opportunity to be heard, regulation 129..... 202
Reading Course for, object of, etc., regulation 24..... 165
Register, keep, and deliver to clerk district board, section 81.. 68
Regulation 130 202
Reports, make monthly, term, and special, regulation 132..... 203
School-houses, see that kept clean, etc., regulation 132..... 202
School may be closed before expiration of contract with, regulation 101 193
State students of following named institutions obligated to teach in Virginia:
College of William and Mary, section 161..... 133
State Normal School for Women at Farmville, section 162.. 133
Fredericksburg, section 163 133
Harrisonburg, section 163..... 133
Radford, section 164 134
Virginia Military Institute, section 167 135
Virginia Normal and Industrial Institute, section 170.... 137
Substitute, must not engage, or close school, without consent of district board, regulation 132..... 202
Summer school, annual, at Virginia Normal and Industrial Institute for benefit of colored, section 170, sub-section 3 137
Summer normal schools for, purpose of, section 86, sub-section 3 74
Officer or teacher in public school or State institution employed by calendar year not to receive pay as such and as instructor or officer in summer school, section 151 122
Should attend, regulation 132 202

TEACHERS:—Continued. Page
Virginia teachers exempt from tuition fees in, section 151.. 122
Suspend pupils, may, until case decided by district board, section 85 73
Regulation 131 202
In such cases, report facts to district board and to parent or guardian, regulation 131..... 202
Text-books, notify Superintendent Public Instruction of departure by dealers from fixed prices of or failure to supply, section 8, sub-section 8..... 23
Keep posted price list of, regulation 121..... 199
Report amount paid for, section 9..... 23
See that pupils are supplied with proper, regulation 120.. 199
Unlawful to purchase warrants of, at less than face value, section 70, sub-section 3..... 64
Vaccination of, section 105..... 86
Visit patrons, should, regulation 132..... 202
Who may not teach, section 49, sub-section 2..... 38
Section 198, sub-section 3..... 154
Regulation 128 201
See Examinations and Certificates.

TEACHERS' INSTITUTES:
See County Institutes.

TEXT-BOOKS (AND EDUCATIONAL APPLIANCES):
Affidavit of publishers as to prices, etc., of, section 8, sub-section 5 22
Section 7, sub-section 6..... 17
Amount paid for, teachers to report, section 9..... 23
State Board of Education to include in annual report, section 9 23
Bond of publishers with surety to accompany contracts for, section 8, sub-section 5..... 22
Section 7, sub-section 6..... 17
Changes in, when and how made by State Board, section 7, sub-section 6 17
Contracts, State Board Education to enter into, written, with publishers of, section 8, sub-section 1..... 20
Representations, terms, and conditions of, section 8, sub-section 1 20
Section 7, sub-section 6..... 17
Term for which contracts may be made, section 7, sub-section 6 17
Violations of, penalty for, section 8, sub-sections 5 and 6.. 22
Contracts for distribution of, may be entered into by State Board section 8, sub-section 4..... 22
Contracts by which plates rented for manufacturing, may be entered into by State Board, section 8, sub-section 3.... 22
Departure from fixed prices of, by dealers or failure to supply, to be reported to Superintendent Public Instruction by division superintendents, teachers, and trustees, section 8, sub-section 8..... 23
Indigent children to be provided with free, section 15 (Constitution) 9
Section 49, sub-section 4..... 38
In cities, section 198, sub-section 5..... 154

TEXT-BOOKS (AND EDUCATIONAL APPLIANCES):—Con Page
List of, furnished to each teacher, division superintendent to see that, regulation 121 ... 199
Moral education, on, section 88 ... 75
Places for sale of, division superintendents report to Superintendent Public Instruction, regulation 78 ... 188
Supplies of, regulation 78 ... 188
Prices of, section 7, sub-section 6 ... 17
Section 8 ... 20
Pupils must be supplied with proper, regulation 120 ... 199
School officers and teachers not to be interested in, etc., exception, section 70 ... 63
Selected by State Board Education, section 8, sub-section 4, (Constitution) ... 8
Section 7, sub-section 6 ... 17
Section 88 ... 75
Regulation 119 ... 199
Superintendent of Public Instruction take care terms and conditions contracts with publishers complied with, section 8, sub-section 7 ... 23
Violations of contracts by publishers of, report to State Board by Superintendent Public Instruction, section 8, sub-section 7 ... 23
Votes of State Board on adoption of, and contracts for, in open sessions and recorded, section 8, sub-section 8½ ... 23

TITLE TO SCHOOL PROPERTY:
How title vests:
In cities, in city school board (or council), section 56 ... 42
Section 189 ... 151
Section 198, sub-section 15 ... 156
In school district, in district school board, section 55 ... 42
Section 56 ... 42
Of joint schools, in district boards jointly, section 93 76
Of county, in county school board, section 39, sub-section 4 ... 33
Section 33 ... 31
How title examined and approved, appeal, section 57 ... 43
Section 59 ... 44
Title in fee required in case of real estate on which loan from literary fund secured, section 67, sub-section 6 ... 50

TOWN:
Bonded indebtedness limited, section 4 (Constitution) ... 5
Bonds for building school-houses, as to issuing, section 175 .. 139
Borrow money to build or improve school-houses, section 175 .. 139
Council of, if separate school district, may levy district school tax, section 136, sub-section 3 ... 101
May compel school children to be vaccinated, section 106 .. 87
School law for counties applies to, unless otherwise provided, section 185 ... 149
Separate school district, when, section 52 ... 41
Treasurer of, if separate district, required to report school finances to division superintendent—penalty if report not made, section 116 ... 92
Trustees in, if separate district, how appointed, section 52 ... 41

TOWN:—Continued. Page
Vaccination of school children, council of, may compel, section 106 87
TRANSPORTATION OF PUPILS:
Provided for, section 92..... 76
Regulation 109 195
TREASURER:
See County Treasurer and City Treasurer.
TRUSTEES:
Act as division superintendent, in case certain vacancy, regulation 91 190
Appointment, etc., of, for school districts of counties, section 24 28
Sections 25 and 27 29
Sections 31 and 32 30-31
Section 52 41
Regulation 86 189
Regulation 93 191
For cities, section 192..... 152
Section 28 30
Section 198 153
For cities of second class, section 188..... 150
For towns constituting separate school districts, section 52 41
Cities in, have no organization or duties, unless assigned by city school board, section 189..... 151
Duties of in reference to annual statement of county school board, section 137..... 102
Penalty for failure to perform, section 137..... 102
Educational institutions of, how appointed, section 18 (Constitution) 10
Expenses, how paid, etc., section 39, sub-section 1..... 32
Failure to take oath vacates office, section 32..... 31
Firm of which trustee is member, or agent of trustee, not to have interest in supplies for schools, etc.—exception—penalty—section 70, sub-section 2..... 64
Ineligible, who, in school districts of county, section 24..... 28
Section 31 30
In cities, section 198..... 153
Law same for city or town as for county unless otherwise provided, section 185 149
Malfeasance or neglect of duty, penalty for, section 72.... 65
Misdemeanor, guilty of, if fail to comply with sub-district law, section 69, sub-section 20..... 62
If school boards do not make and publish annual statement, section 137 102
Not to have interest in books, supplies, etc.—exception—penalty, section 70 63
Trustees who are merchants may sell books or supplies, section 70, sub-section 1..... 63
Not to teach, regulation 128..... 201
Notify Superintendent Public Instruction of departure by dealers from fixed prices of, or failure to supply books, section 8, sub-section 8..... 23
Oath of, for school districts of counties, etc., section 25..... 29
Section 32 31
Regulation 93 191

TRUSTEES:—Continued. Page

By whom administered and where recorded, section 32.... 31
Regulation 86 189
Regulation 93 191
Failure to take vacates office, section 32..... 31
Oaths prescribed, sections 75 and 76..... 66
For cities, section 198..... 153
By whom administered and where recorded, section 198 153
Failure to take vacates office, section 32..... 31
Oaths prescribed, sections 75 and 76..... 66
Penalties, how imposed upon, sued for, etc., section 73..... 65
For failure to make written contracts with teachers, regulation 97 192
Personally liable for money paid to unlicensed teacher or certain relatives of trustees, section 49, sub-section 2.. 38
Qualifications of—able to read and write, section 24..... 28
Reside in school district of county and take oath, section 32 31
Regulation 93 191
Of city, section 198 153
Read and write, able to, section 24..... 28
Removal from district vacates office, section 32..... 31
In cities, section 198..... 153
Resident of school district of county, section 32..... 31
Of city, section 198..... 153
State students to Virginia Polytechnic Institute appointed by trustees of counties, cities, etc., section 168..... 136
Term of office, section 24..... 28
Section 192 152
Three for each school district, section 9 (Constitution)..... 8
Section 30 30
Section 42 36
Sections 187 and 188..... 150
Section 192 152
Towns, constituting separate districts, how appointed in, section 52 41
Use of school-house for certain purposes, any one of district may grant, section 62..... 46
Appeal from to district board, etc., as to such use of school-house, section 62..... 46
Vacancies, in school districts of county, sections 25 and 27.... 29
Section 32 31
In cities, section 192 152
Section 198 153

TUITION:

Of Pupils—
From adjoining district, another county, regulation 125.. 201
From another district, section 98..... 81
In high schools, or higher branches, section 89..... 75
Regulation 124 200
In schools of any other district than that in which parent or guardian resides, section 99, sub-section 1..... 81
Non-residents of city, section 99, sub-section 1..... 81

TUITION:—Continued. Page
Non-residents of State, but near boundaries, section 99, sub-section 2 82
Persons between 20 and 25 years, etc., section 102..... 82
Regulation 126 201
Virginia teachers attending Summer Normal Schools exempt from, section 151 122
UNIVERSITY:
Definition of, for accrediting for issuance of teachers' certificates, regulation 60 183
Conditioned students, units required, regulation 63..... 184
Special students, regulation 64..... 184
Units required for admission to, same as required by University of Virginia, regulation 62..... 184
UNIVERSITY OF VIRGINIA:
Admission of State students, section 165..... 134
Annual report of, to Superintendent Public Instruction, president, or chairman board, to make, section 173..... 138
Loans to Virginia students of, section 152..... 126
Member of faculty eligible to position on State Board Education, section 6 (Constitution) 6
Section 3 13
Registration and inspection of, for accrediting for issuance of teachers' certificates to graduates, etc., regulation 21.... 164
Regulations governing issuance of teachers' certificates to graduates, etc., of, regulation 26..... 166
Regulations 30 and 31..... 167
Regulations governing teachers' courses and examinations for certificates at Summer School of, regulation 39..... 169
Regulation 41 170
Regulation 45 173
Regulation 50 175
Regulation 51 178
Regulation 55 180
State students, admission of, etc., section 165..... 134
Superintendent Public Instruction member board of visitors of, section 15 25
Units required for admission to, standard required of institutions accredited for issuance of teachers' certificates, regulation 62 184
VACCINATION:
Of—
Children, may be compelled by board of supervisors or city or town council, section 106..... 87
Poor children, at expense of county, city, or town, section 105 86
Pupils, required, section 105 86
Teachers, required, section 105 86
Requirements as to, may be suspended by county or city school board, section 105 86
VIRGINIA MILITARY INSTITUTE:
Admission of State cadets, sections 166 and 167..... 135
Annual report of, to Superintendent Public Instruction, president, or chairman board, to make, section 173..... 138
Loans to Virginia students of, section 152..... 126

VIRGINIA MILITARY INSTITUTE:—Continued. Page
Member of faculty eligible to position on State Board Education, section 6 (Constitution) 6
Section 3 13
Registration and inspection of, for accrediting for issuance of teachers' certificates to graduates, etc., of, regulation 21 164
Regulations governing issuance of teachers' certificates to graduates, etc., of, regulation 32 167
Regulation 51 178
State cadets obligated to teach in Virginia—option—section 167 135
Bond for board and tuition, section 167 135
Notice of vacancy in cadetships, section 166..... 135
Superintendent Public Instruction member board of visitors of, section 15 25

VIRGINIA NORMAL AND INDUSTRIAL INSTITUTE:
Admission of State students, section 170..... 137
Annual report of, to Superintendent Public Instruction, president, or chairman board, to make, section 173..... 138
Institute and board visitors under control of State Board Education, section 171 138
No acts of visitors valid if disapproved by State Board, section 171 138
Registration and inspection of institutions for accrediting for issuance of teachers' certificates to graduates, etc., regulation 21 164
Regulations governing issuance of teachers' certificates to graduates, etc., regulations 35 and 36.....167-168
Regulations 39 and 40.....169-170
Regulations 45 and 50.....173 and 175
Regulations 51 and 55.....178 and 180
Courses, examinations, certificates, etc., at Summer Schools, regulation 39 167
Regulation 41 170
Regulation 45 173
Regulations 50 and 51 .....175 and 178
Regulation 55 180
State students, how selected, etc., section 170..... 137
To teach, etc., section 170, sub-section 2..... 137
Notice of vacant State studentships, section 170, sub-section 2 137
Summer normal school at, president and professors to conduct annually, section 170, sub-sections 3 and 4..... 137
Superintendent Public Instruction member board of visitors of, section 15 25

VIRGINIA POLYTECHNIC INSTITUTE:
Annual report of, to Superintendent Public Instruction, president of, or chairman board, to make, section 173.... 138
Loans to Virginia students in, section 152..... 126
Member of faculty eligible to position on State Board Education, section 6 (Constitution) 6
Section 3 13
President of, to aid in preparing regulations for agricultural courses, etc., in high schools, section 96, sub-section 5 80

VIRGINIA POLYTECHNIC INSTITUTE:— Continued. Page
Governor may call to attend conference for betterment agricultural conditions, etc., section 181, sub-section 6 145
Registration and inspection of, for accrediting for issuance of teachers' certificates to graduates, etc., regulation 21.... 164
Regulations governing issuance of teachers' certificates to graduates, etc., regulation 33..... 167
Regulation 51 178
State students, how selected, etc., section 168 136
How long may attend, section 169 136
Superintendent Public Instruction, member board visitors of, section 15 25

VOCATIONAL EDUCATION:
District board may establish classes in, to meet needs of persons over 14, section 50, sub-section 2..... 40

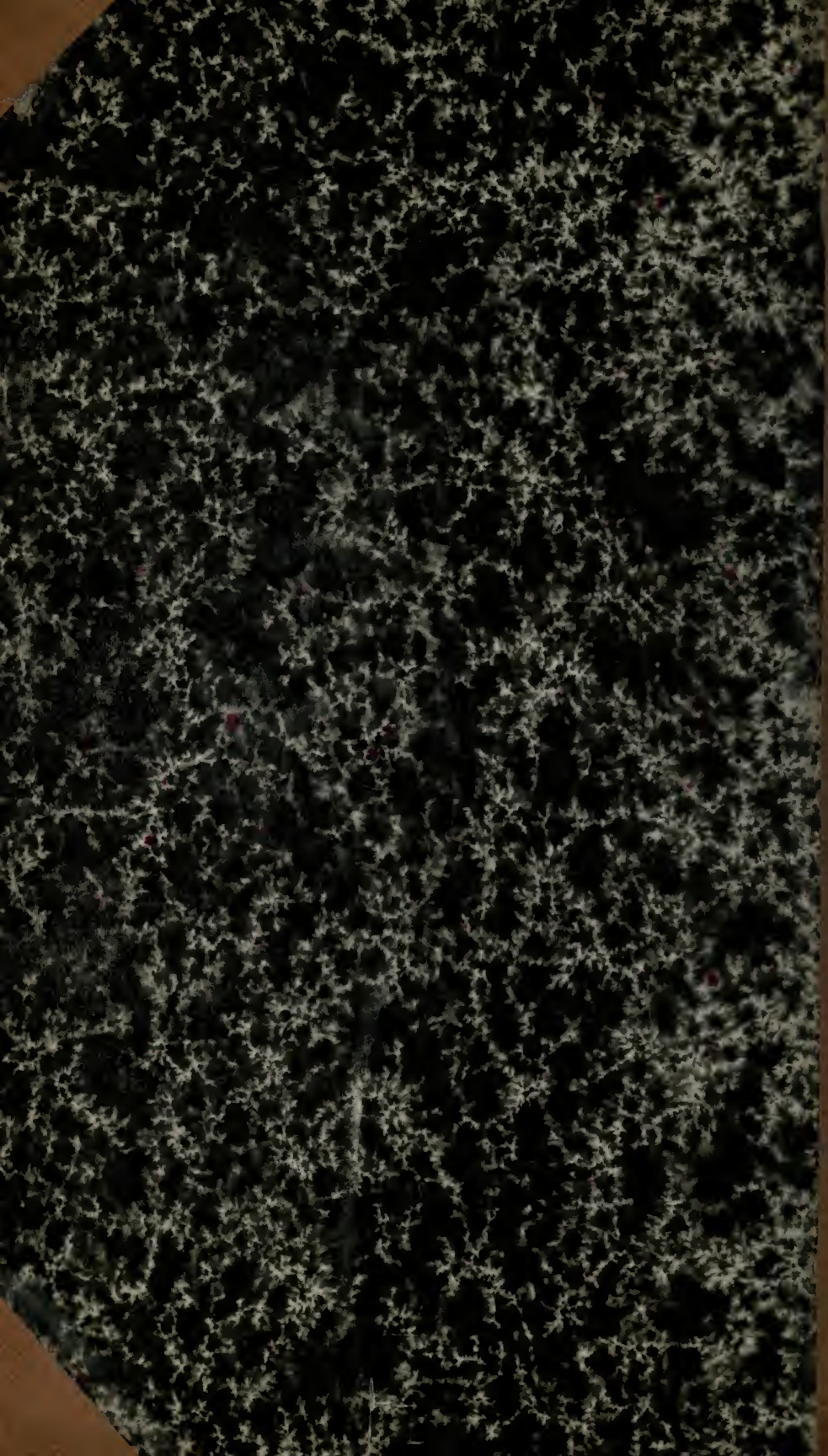
WARRANTS:
Auditor of Public Accounts on State Treasurer for State school funds, section 132 99
Cancelled by efficient cancelling device, those paid by treasurer to be, section 117 92
Delivered to division superintendent; kept for twelve months; destroyed, section 117 92
City school boards, how drawn and signed, section 198, sub-section 13 155
City treasurer, warrants on, section 198, sub-section 13 155
Compared and audited by county school board, and result reported to Superintendent Public Instruction, section 134 101
County treasurer or deputy not to deal in, section 120 93
County treasurer, school funds paid by warrants on, sections 108 and 110 88
Section 116 92
Destroyed, when warrants paid by treasurer may be, section 117. 92
Discount, no county, district, or school officer to, section 70, sub-section 3 64
District school boards, how drawn and signed, section 49, sub-section 12 39
Section 54 41
Lost State school warrant, in case of, how treasurers may have relief, section 123 95
Number and amount of paid, to be reported by treasurers on December 1st, etc., section 116 92
Regulation 74 187
Payment, must be presented for, within two years from date, section 124 95
Penalty and remedy if treasurer, having funds, fails to pay, section 120 93
Section 126 96
School trustee electoral board, section 27 29
Second Auditor, for claims paid from literary fund and State appropriations, salaries superintendents, etc., section 7, sub-section 12 19

WARRANTS:—Continued. Page
Sections 18 and 21 27
Section 67 49
Section 83 68
Section 94 76
State Board of Education, section 7, sub-sections 12 and 14.... 19
Section 7, sub-section 20 20
State school funds, on, to be paid in cash, by State Treasurer, section 132 99
Auditor's warrant on State Treasurer for, section 132.... 99
On State school-tax fund paid out of any State taxes received by treasurer, section 133..... 100

WILLIAM AND MARY COLLEGE:
See College of William and Mary.

YEAR, SCHOOL:
See School Year.

730917

LB2529
V83
P915

UNIVERSITY OF CALIFORNIA LIBRARY